

Messages

Messages keeps all your conversations in one place. Talk with your LeaseOps team, admins, and applicants without leaving the portal. Each conversation is a **thread**.

“ ? Screenshot: the Messages inbox.

Find the right conversation

Your threads sit in a list on the left, grouped so the important ones surface first:

- **Unread** — threads with new replies waiting for you.
- **This week** — recent threads.
- **Open threads** — everything else still open.

Looking for one thread? Search by name, unit, or message text.

A brand-new inbox reads *"No conversations yet."*

Start a conversation

1. Select **New message**.
2. In **Recipient**, search by name or email. You can reach an admin, an owner, or an applicant.
3. Choose the **Property** the message is about, so the thread has context.
4. Type your note and send it.

Reply and share files

1. Open a thread.
2. Type your reply in the box at the bottom.

3. To send a file, select **Attach file**.

4. Select **Send**.

An empty thread reads *"No messages yet. Start the conversation."*

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