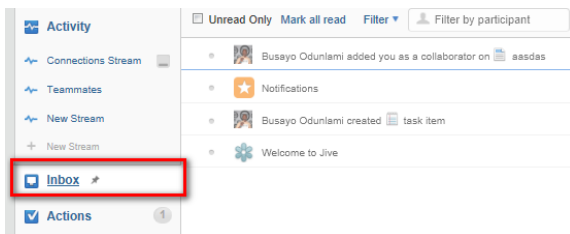# Inbox and Actions

The Communications stream shows what is relevant for you while the Actions stream shows items that you need to take action on. Both can be accessed in the top menu bar.

1. How to Use the Inbox Section

The "Inbox" section is you-centric and tracks activity on items related to you. This includes discussions that you are participating in, @ mentions, content that is shared with you, and direct messaging. You can also choose to track other things so that they show up in your Inbox section.

In this section, you will see unread alerts in the list on the left-hand side.

Click on an alert to view the details of this item in a window in the right-hand column.

In the **preview** on the right-hand side, you can easily reply to discussions, comment on documents**, "like"** an item, repost, or share.

Go to **"Send Direct Message"** in the upper right-hand corner to send a personal message directly to someone.

Use the **"Filter"** button above the alert feed to filter types of content that shows up in the alert list.
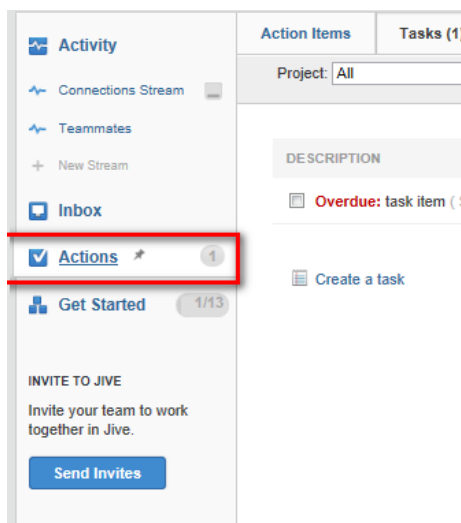
2. How to Use the Actions Section

The "Actions" section is focused on alerting you to things that you need to act on. These alerts include notifications, assigned tasks, to-dos, and required actions such as document revision or a group membership approval.

Once you are in the Actions section, there are three main tabs that contain "**Actions Alerts,**" "**Notifications,**" and "**Tasks**." If there is content that requires your moderation, a fourth tab will also appear. Each tab will also have a number to alert you to the number of actions within that tab. In order to view actions in each tab, click on that tab.

a) Click on an alert to view details.

b) Click on a link to the right of an alert to take action on an alert and remove it from your alerts list. In order to remove an alert, you can click "Dismiss."

c) To mark a task as completed, click on the checkbox to the left of a task.

Note: You need to create a **Project** first before using the **Tasks** feature.