

## Sent


- Click on "Notes" side menu and select "sent" navigation menu.
- " Notes " page is displayed as below .

New    Inbox    Draft

Notes-Sent

Subject      From      To

S.No	Sender	Subject	Sent On	Delete
1	ELSLGAdmin/LGDAdmin	<a href="#">SLAM</a>	29/09/2022 17:45	

- Enter all the details such as subject, From, Today dates and Click on Go Option.