

# workday® Quick Facts

## NAVIGATING YOUR INBOX

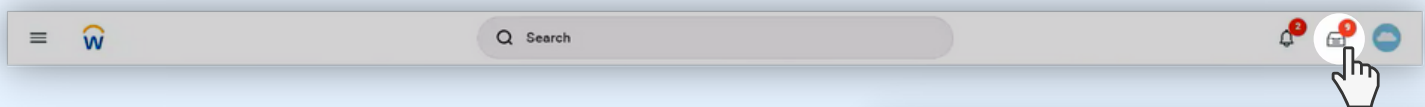



Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of your organization's business processes. You can access your Inbox using your desktop web browser or mobile device.

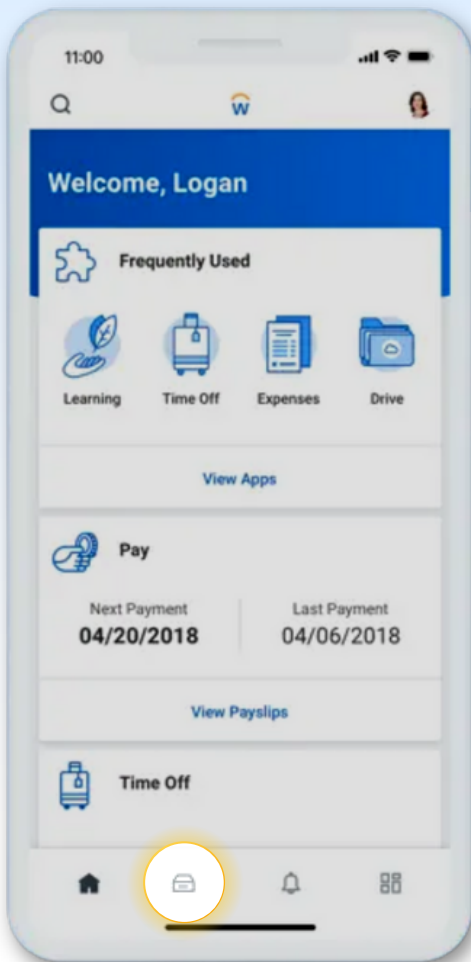
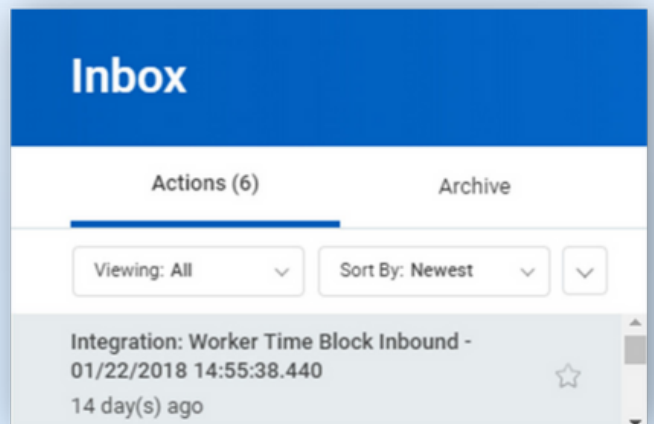


### Viewing Your Inbox

## Desktop Instructions



- 1 Near your Profile photo in the upper right corner of your dashboard, click the Inbox icon. 
- 2 Click the Actions tab to view your business process tasks, approvals and to dos.
- 3 Click the Archive tab to access the status of your previous business processes. Items are saved for 30 days.





### Viewing Your Inbox

## Mobile Instructions

The Inbox is your personal activity stream. It includes actions (e.g., approvals or to dos) sent to you by your organization's business processes.

#### From the navigation bar:

- 1 Tap the Inbox icon. 
- 2 Tap the Actions or Archive tab to access the corresponding information. You can sort Actions by tapping the Sort icon. 
- 3 Select an item to view more details.