



# How to use My Communication

## My Communication

By clicking on the 'My Communication' section you can easily view previous emails that have been sent to you from CoGS. This may include things like your My **Churchsuite** invitation, rota reminders, event booking confirmations and emails from your ministry leader. Instead of spending valuable time searching through your email inbox, the My Communication page is a simple and quick way of viewing recent messages from CoGS. Click on any message to view the email, (which will also include the date and time it was sent). Please note that **My Churchsuite** is not an email client, so it's not possible to forward or reply to messages from your 'My Communications' page - for this you would need to use your preferred email application.

My Communication			
	6 APRIL 12:04PM	Janette Smith	<a href="#">Annual Report</a>
	6 APRIL 10:27AM	Posy Sloane	<a href="#">The Easter Weekend</a>
	5 APRIL 8:01AM	Janette	<a href="#">[Church of the Good Shepherd, Crookhorn] Service lead Rota Reminder</a>
	4 APRIL 12:58PM	Janette Smith	<a href="#">Small Group Questions for Easter Sunday</a>