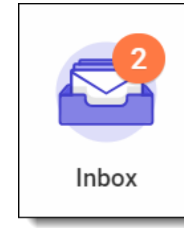
Inbox overview

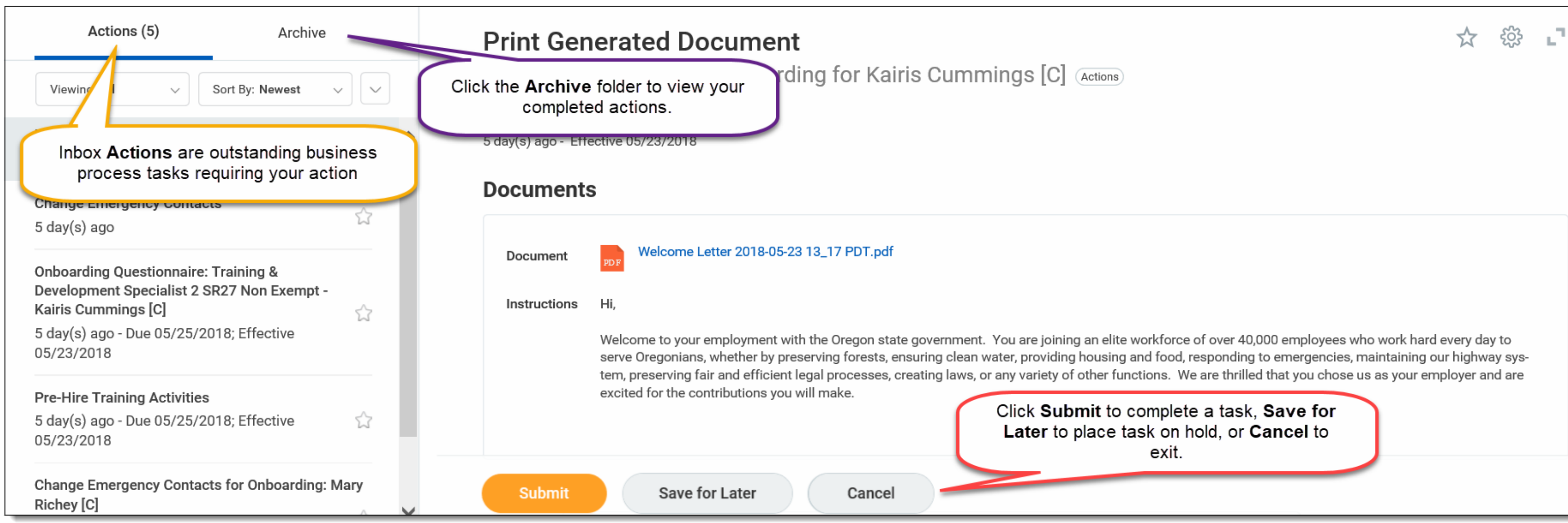
Quick Reference Guide

Manage Inbox

The Workday 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.



There are two ways to access your Workday Inbox:
1. Click on the **Inbox** icon near your **Profile** icon
2. Access the Inbox from the Workday home screen.



When completing an action in your inbox, *Submit, Save for Later*, and *Cancel* will not be your only options to respond. *Move Forward, Decline, Approve, Send Back, Deny,* and *Cancel* may also appear.