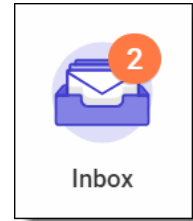


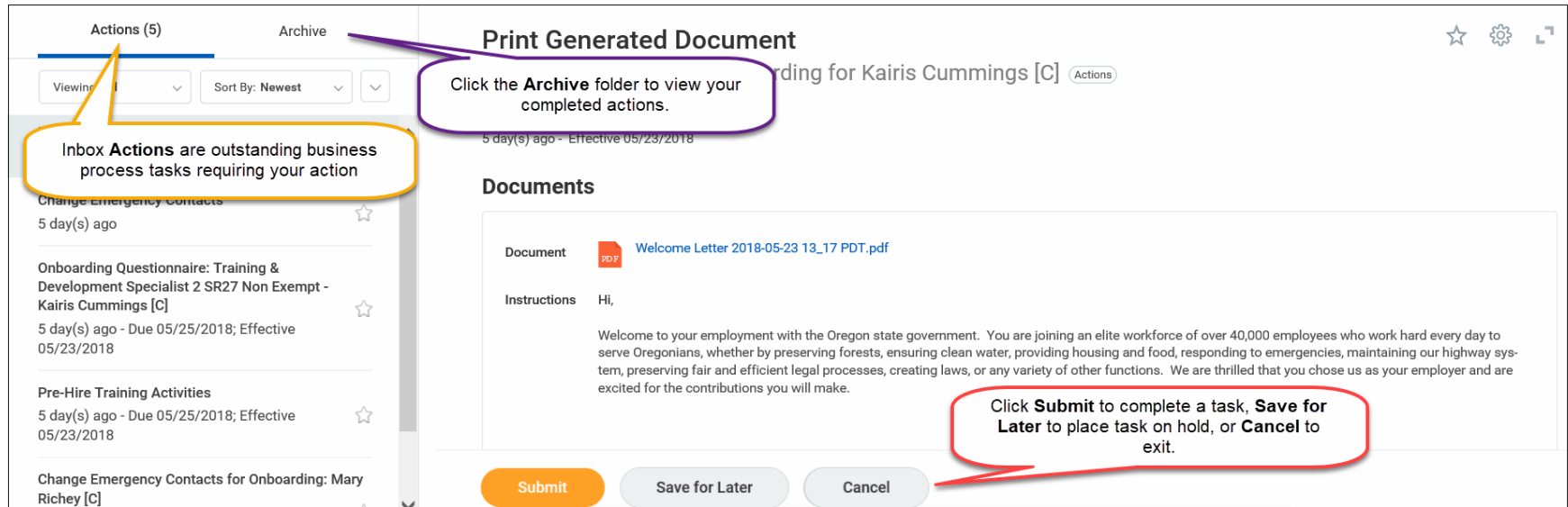
Manage Inbox

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.



The screenshot shows the Workday inbox interface. On the left, there is a list of actions. A callout box points to the 'Archive' folder, stating: "Click the **Archive** folder to view your completed actions." Another callout box points to the 'Actions' header, stating: "Inbox **Actions** are outstanding business process tasks requiring your action". The main content area shows a document titled "Welcome Letter 2018-05-23 13_17 PDT.pdf" with instructions. A callout box points to the action buttons at the bottom, stating: "Click **Submit** to complete a task, **Save for Later** to place task on hold, or **Cancel** to exit." The interface includes a search bar, filters, and a list of actions with details like "5 day(s) ago" and "Effective 05/23/2018".



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.