

Inbox Color Themes

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You can choose from 2 color themes in your Inbox: **Soft** and **Bold**.



To select a color theme, navigate to **Menu > Profile > Settings** and find the **Inbox Theme** section.

Inbox Theme

Set a default theme for Inbox Items. This will only affect your personal inbox.

Soft

Bold

Soft Example

> fax

Bold Example

> fax

Workspace Sharing

Sharing your workspace with another member means that they will be able view/modify/delete all of *your* "Private" items. Please be sure that this is what you want to do before clicking any of the

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Save

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Make your selection and click **Save** at the bottom of the menu.

