STAY INFORMED · KEEP CONVERSATIONS TOGETHER

Alerts & Messages

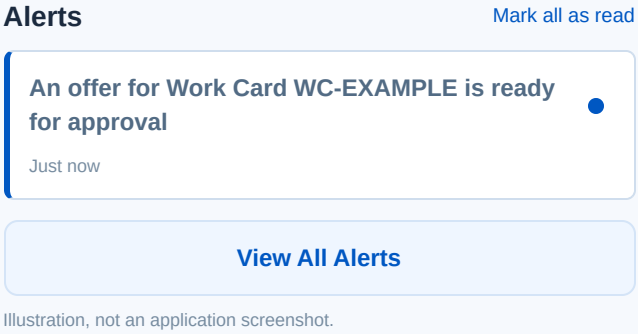
Alerts point you to events that need attention.
Messages lets you start, read, and reply to conversations.

1 Receive and open event-based alerts

NOS displays in-app alerts for supported events, such as a Work Card offer or a response to an offer. Alerts can also describe Digi-Pitch requests, comments, reviews, milestones, or connection activity. Not every action produces an alert.

Top header > Bell icon > Alerts
The red dot on the bell means at least one alert is unread.

ILLUSTRATIVE ALERT DROPDOWN



Illustration, not an application screenshot.

Click through to the right area

1. Select the bell and review the alert text and time.
2. Select an alert to mark it read and open its linked destination.
3. Review the related item and take any needed action there.

A **deep link** opens the related NOS area or item directly—for example, the relevant Work Card, Waiting Room, or Network area.

Unread status and View All

Control / status	Quick reference
Unread alert	Shows an unread dot in the dropdown or a **New** badge in All Alerts. Selecting the alert marks it read.
Mark all as read	Marks every alert read without opening each destination. Available when there are unread alerts.
View All Alerts	Opens **All Alerts** with the full list. Opening the list alone does not mark alerts read. Select a linked alert to close the window and go to its destination.
Mark as Unread	There is no Mark as Unread control in the current interface. A read alert cannot currently be changed back to unread.

Inactive alert? An alert without an active link does not navigate. For example, a rescinded offer can leave its original alert visible but inactive. Check the current Work Card status before acting.

2 Search Messages

Sidebar > Messages > Search messages...

Search by the **person's name** or the **thread's subject**. Matching threads appear as you type; partial matches work. Search does not scan the text inside individual messages.

ILLUSTRATIVE THREAD LIST

Search messages... **concept**

Alex K. [date / time]

Concept art revisions

Latest message preview...

A thread row shows the person, subject, last-updated time, and latest message preview.

No messages found? Shorten the search or delete the search text to return to the full thread list. A blue dot identifies a thread containing unread messages.

3 Start a New Message

Messages > New Message

Choose, write, and send

1. Under **To**, use **Search your connections...** to find a listed contact by name or professional title.
2. Select the recipient. Use **Change** if you chose the wrong person.
3. Enter a **Subject** and your **Message**.
4. Select **Send Message**.

All three are required: a selected recipient, a nonblank subject, and nonblank message text. Otherwise Send Message stays disabled.

NEW MESSAGE · ILLUSTRATIVE FORM

To
Alex K. · Concept Artist Change

Subject
Concept art revisions

Message
Hi Alex, could we review the latest environment sketches together?

Cancel **Send Message**

After sending, NOS creates and opens a new thread and shows **Message Sent**. The search is cleared. **Cancel** closes the composer and discards the draft.

New thread or reply? New Message starts a separate conversation—even with a person you have messaged before. Use **Reply** inside an existing thread to keep that discussion together.

4 View a message thread

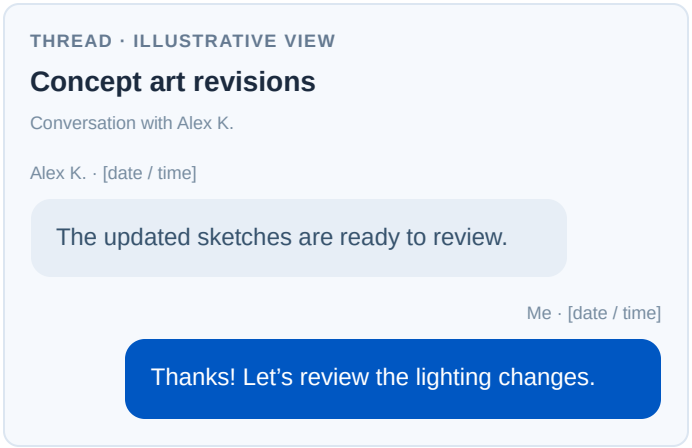
A thread groups a conversation’s messages and replies beneath one subject. Select a thread in the list to see the full conversation and automatically mark its messages read.

Read the conversation

The header shows the **subject** and **Conversation with [name]**. Each message shows a sender and timestamp.

Incoming messages appear on the left; your messages appear on the right and are labeled **Me**. Scroll within the conversation to review earlier messages.

On a phone: Opening a thread replaces the list. Use the back arrow in the thread header to return to the thread list.



5 Reply in the same thread

Messages > Select thread > Type your reply here... > Reply

1. Read the conversation and confirm you are in the correct thread.
2. Enter your response in the reply box at the bottom.
3. Select **Reply**. The button requires nonblank text.

Your reply is appended to the same conversation, the thread’s last-updated time changes, and the reply box clears. There is no separate subject field for replies.

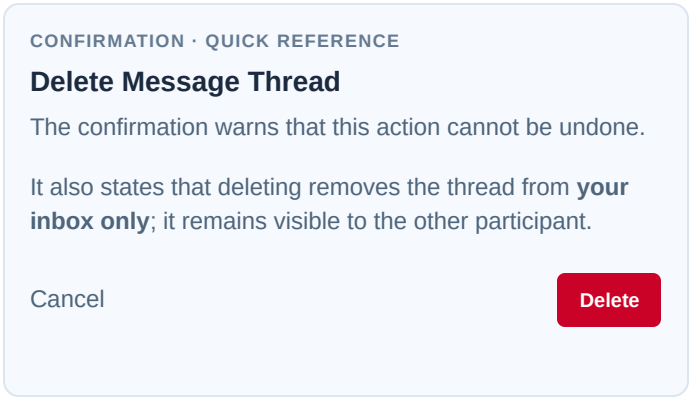
6 Delete a message thread

Open thread > Trash icon (Delete Thread) > Delete

Review before deleting

1. Select the trash icon in the thread header.
2. Review **Delete Message Thread**.
3. Select **Delete** to confirm, or **Cancel** to keep the conversation.

The entire thread is removed from the list, not just one message. NOS shows **Thread Deleted** and closes the selected conversation.



Before you confirm: Keep any details you still need. Deleting a thread is not an unsend action and does not recall messages from the other person.