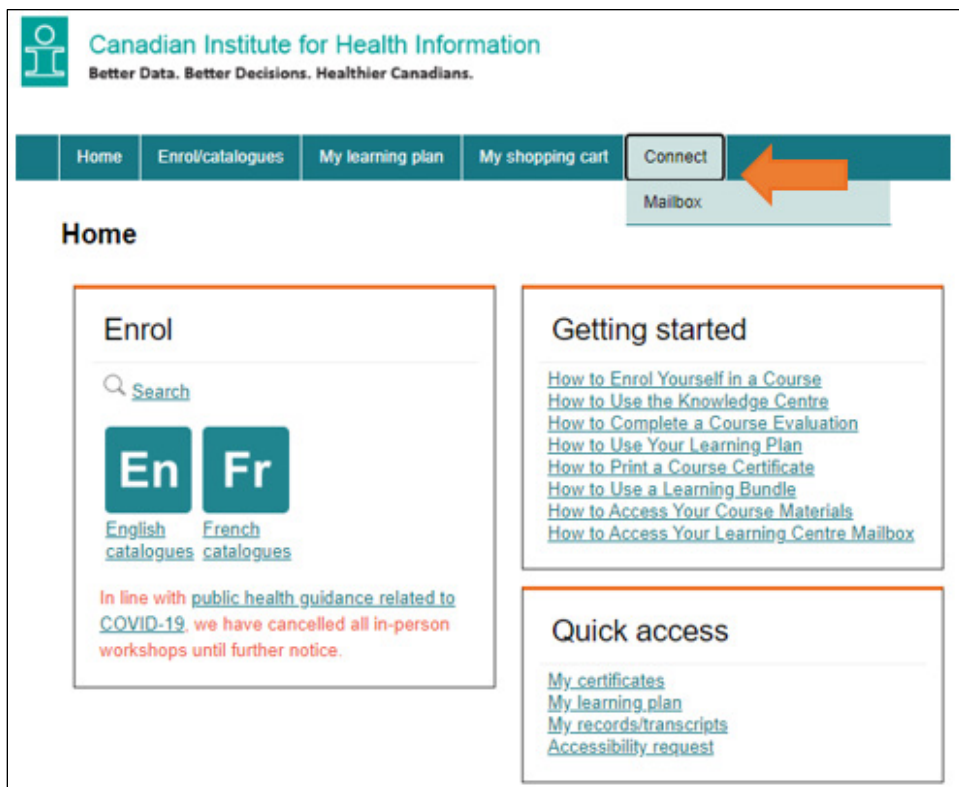


# How to Access Your Learning Centre Mailbox

From your Learning Centre home page, click the **Connect** tab and select **Mailbox** from the drop-down menu.



The screenshot shows the Canadian Institute for Health Information (CIHI) Learning Centre home page. At the top, the CIHI logo and tagline "Better Data. Better Decisions. Healthier Canadians." are visible. Below this is a navigation menu with tabs for "Home", "Enrol/catalogues", "My learning plan", "My shopping cart", and "Connect". The "Connect" tab is highlighted, and a dropdown menu is open, showing the "Mailbox" option. An orange arrow points to the "Mailbox" option. Below the navigation menu, the "Home" section is displayed, featuring an "Enrol" section with a search bar and buttons for "En" (English) and "Fr" (French), and a "Getting started" section with a list of links including "How to Access Your Learning Centre Mailbox". A "Quick access" section is also visible at the bottom.

# Mailbox contents

The mailbox will store a copy of every email you get from the Learning Centre.

The screenshot shows the mailbox interface for the Canadian Institute for Health Information. The header includes the logo, name, and tagline "Better Data. Better Decisions. Healthier Canadians." along with a "Welcome," message and a search bar. A navigation menu contains "Home", "Enrol/catalogues", "My learning plan", "My shopping cart", and "Connect". The main content area is titled "Mailbox" and features a "Bulk action" dropdown and a "Refresh" button. Below this is a table with columns for "Subject" and "From".

Subject	From
<a href="#">CIHI course completion(8-Jul-2021)</a>	Education Services (chieducation)
<a href="#">CIHI eLearning course: Registration confirmation(17-Jun-2021)</a>	Education Services (chieducation)
<a href="#">CIHI Learning Centre: Withdrawal confirmation(4-May-2021)</a>	Education Services (chieducation)
<a href="#">CIHI Resource collection: Registration confirmation(4-May-2021)</a>	Education Services (chieducation)
<a href="#">CIHI Resource collection: Registration confirmation(4-May-2021)</a>	Education Services (chieducation)
<a href="#">CIHI Learning Centre: Withdrawal confirmation(30-Mar-2021)</a>	Education Services (chieducation)
<a href="#">CIHI eLearning course: Registration confirmation(19-Feb-2021)</a>	Education Services (chieducation)
<a href="#">CIHI web conference: Registration reminder(24-Jan-2021)</a>	Education Services (chieducation)
<a href="#">CIHI web conference: Registration confirmation(23-Jan-2021)</a>	Education Services (chieducation)
<a href="#">CIHI eLearning course: Registration confirmation(22-Jan-2021)</a>	Education Services (chieducation)

# Reading and deleting an email

Click an email message to read it. Click the **Delete** button to delete the message from your mailbox.

The screenshot shows the "Message content" view of an email. It includes a "Delete" button with a right-pointing arrow and a "Back" button. The email header shows the following details:

From: Education Services (chieducation)  
To: Your name  
CC: (not specified)  
Date: 26-Jan-2022 7:32 AM PST  
File attachment: (not specified)  
Subject: CIHI Learning Centre: Withdrawal confirmation

Hi Your name,

*Note: A copy of this email can be found in your Learning Centre mailbox, which you can access from the Connect tab on the home page.*

This is to confirm that you've been withdrawn from **819E-interRAI LTCF: Beginners 3 - Outcome Scales and CAPs**, which was scheduled to take place on 24-Mar-2022 6:00 AM - 24-Mar-2022 7:00 AM PDT (online) - Instructor(s): Fred Blue.

We appreciate your thinking of CIHI for your learning needs! If this product isn't what you were looking for, [talk to us!](#) We could help you find a learning product that better meets your needs.

Regards,  
Education Services

Canadian Institute for Health Information (CIHI)  
495 Richmond Road, Suite 600  
Ottawa, Ontario K2A 4H6  
T: 613-241-5543  
F: 613-241-8120  
[seducation@cihi.ca](mailto:seducation@cihi.ca)

*Better data. Better decisions. Healthier Canadians.*

## Deleting all emails

Step 1: Check the box beside **Subject**.

Step 2: Select **Delete** from the Bulk action drop-down menu.



Need help? Got questions? Contact us at [education@cihi.ca](mailto:education@cihi.ca).

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