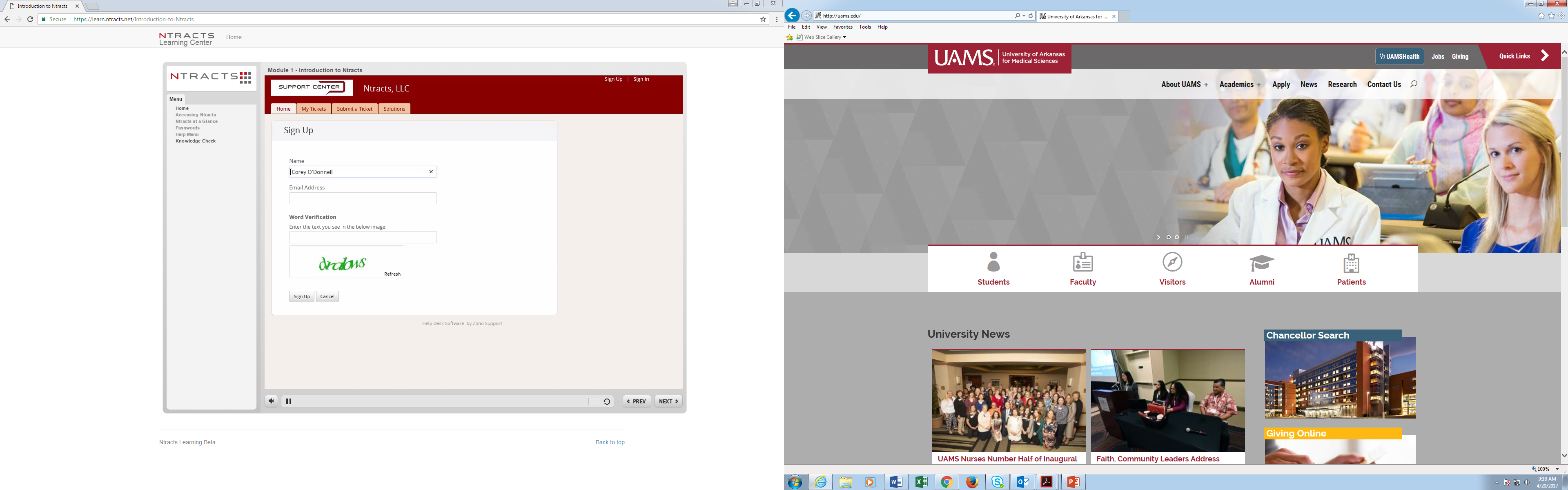
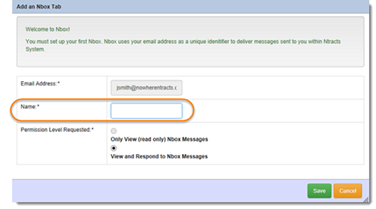
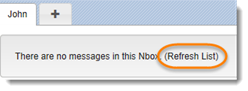
[](http://www.ntracts.com/) 

**Setting up your Nbox**

1. After signing into Ntracts, click **Nbox** on the menu bar.click on Nbox
2. The Add an Nbox Tab window appears. The Email Address has been auto-populated. Type your name in the Name field as you wish it to appear on the tab.  
   

The Permission Level Requested is preselected to View and Respond to Nbox Messages.

1. Click **Save**.
2. Click **Nbox** on the menu bar.  
   click on Nbox
3. Click the **Refresh List** button.  
   

Your Nbox is now set up. Any messages already delivered will be displayed.