

# View Bulletin Board

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## Getting Started

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**Note:** Aside from the steps below, if there are new messages on your Bulletin Board, there will be a link above all the tabs in the Main Menu. This link will disappear when you move away from the Main Menu.

### Step 1

Log onto Mineral Titles Online (MTO).

### Step 2

Click on the **Admin** tab.

### Step 3

Click on **View Bulletin Board**.

## View Bulletin Board

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### Step 4

If there are messages in your Bulletin Board, links will appear under the **Subject** heading. Click on the links under Subject to view the messages.

### Step 5

To delete a message, from the Bulletin Board page:

- click on the **X** to the right of the link to the message, then click **Next**; or
  - to remove **all** messages from your Bulletin Board, click on the **remove all** button to the right of the **Subject** heading, then click **Next**, and click **Next** to return to the Welcome Page.
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