

# Send a Message

24/10/2024 8:38 am BST

## Summary

The Messages screen can be used to send internal messages to individual members of staff and/or groups of staff.

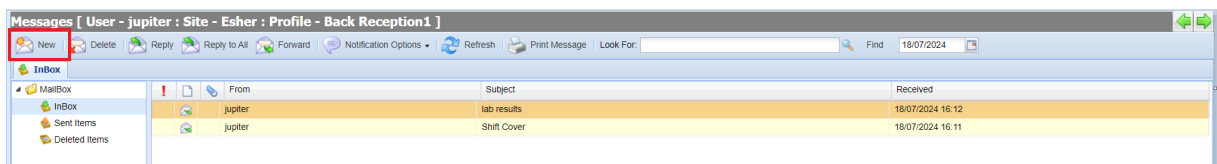
## Details

### Send a Message

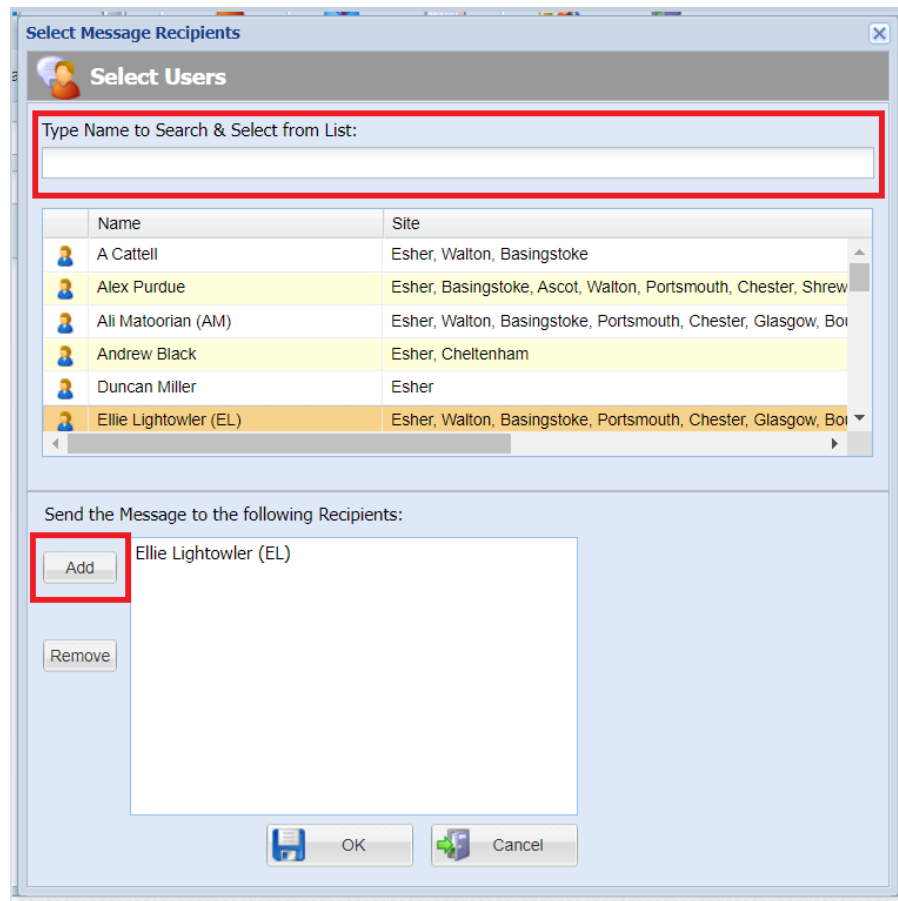
1. Select '**Messages**' from the main menu bar.



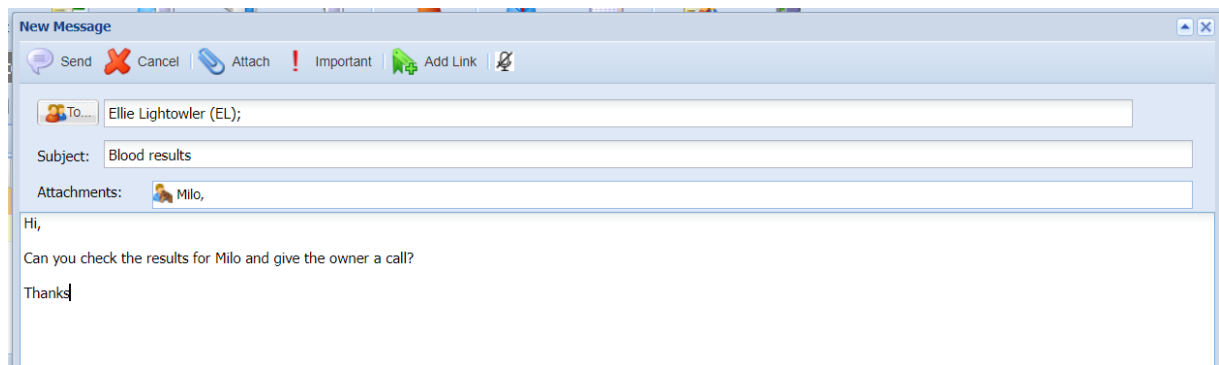
2. Select the '**New**' button and the 'New Message' window will appear.



3. You can free type the user into the 'to' field and it will begin to display a list of matching users You can also just select them from the list, to add them either double click on the user or select and click **Add**.



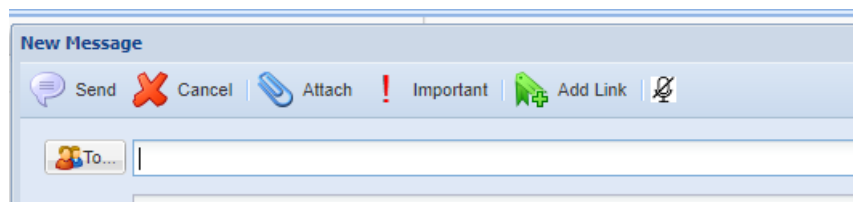
4. Enter a subject into the '**Subject**' field.
5. Compose your message using the large box provided.



6. Select "Send".

## Message Options

The following options can be utilised when sending a message.



**Send** = Sends the message to the recipient specified.

**Cancel** = Cancels the message.

**Attach** = Used to attach documents to a message.

**Important** = Flags the message as important.

**Add Link** = Adds a hyperlink to a specified Client or Patients record.

**Speech to Text Functionality** = Allows this feature to be used.

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