

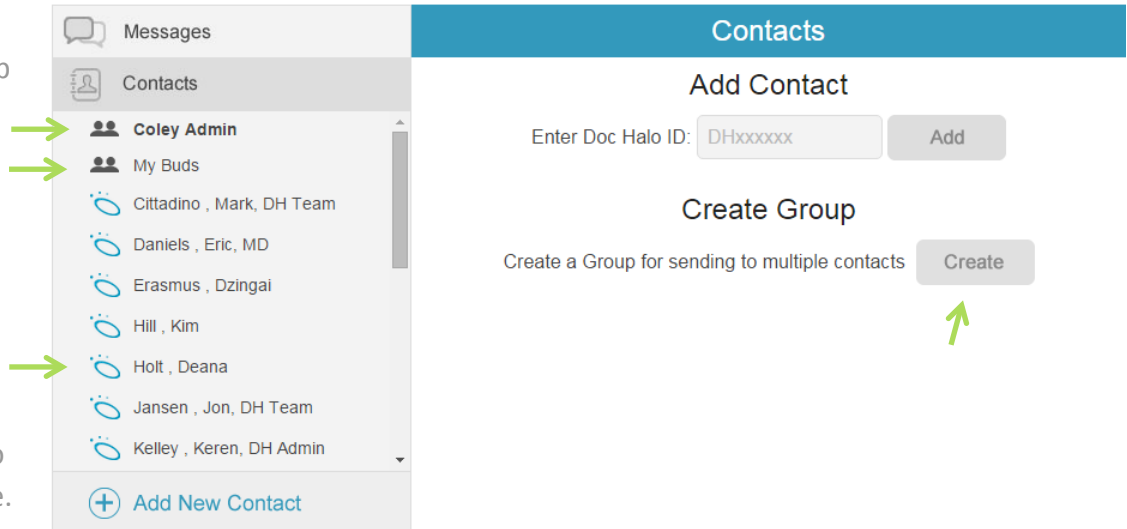
### Finding Users:

The **Contacts** tab has users you message frequently.

**Bold** groups are set up by your organization.

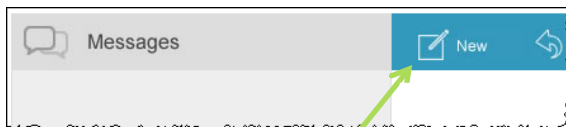
**You** can create your own groups by selecting the Create button.

**Halos** indicate users activated on Doc Halo and ready to message.



The screenshot shows the 'Messages' and 'Contacts' tabs. The 'Contacts' list includes 'Coley Admin' (bold), 'My Buds', and several individual users with 'halo' icons. To the right, the 'Add Contact' form has a text input 'Enter Doc Halo ID: DHxxxxxx' and an 'Add' button. Below it, the 'Create Group' form has a text input 'Create a Group for sending to multiple contacts' and a 'Create' button. Green arrows point from the text instructions to the corresponding elements in the interface.

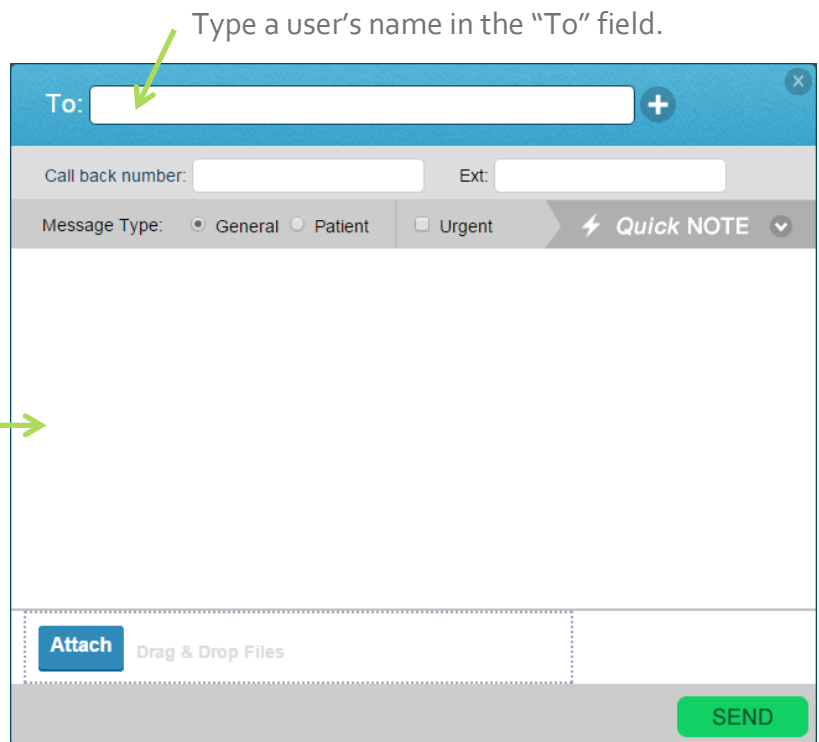
### Sending Messages:



Click the Messages tab, then click the New link to pop up a messaging window.

Type your message in the message pane.

**It's that easy!**



The screenshot shows the messaging window with a 'To:' field, 'Call back number' and 'Ext' fields, 'Message Type' options (General, Patient, Urgent), a 'Quick NOTE' dropdown, an 'Attach' button, and a 'SEND' button. Green arrows point from the text instructions to the 'To:' field, the message input area, and the 'SEND' button.

Click the Send button.

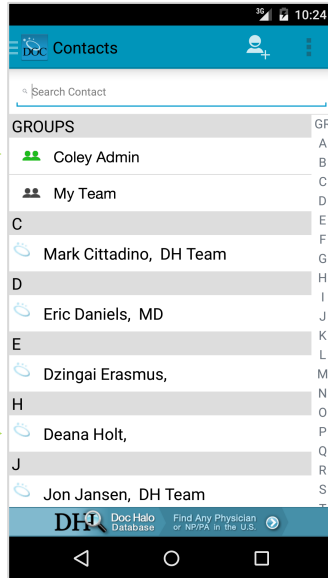


## Finding Users:

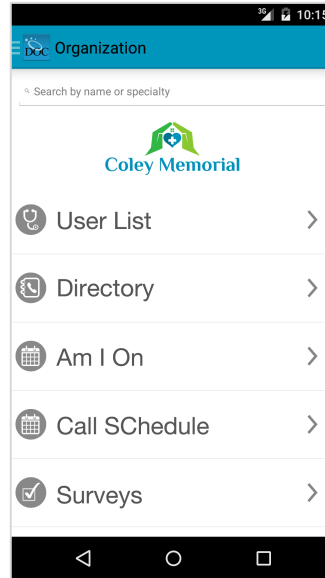
Green groups are set up by your organization.

Black groups are your own, created by tapping the + button.

Halos indicate users activated on Doc Halo and ready to message.



The **Contacts** tab has users you message frequently.



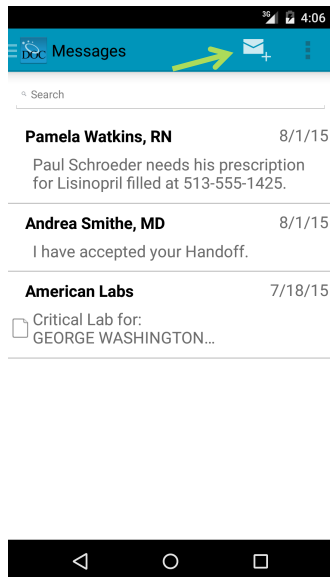
Find your entire organization's user list here.



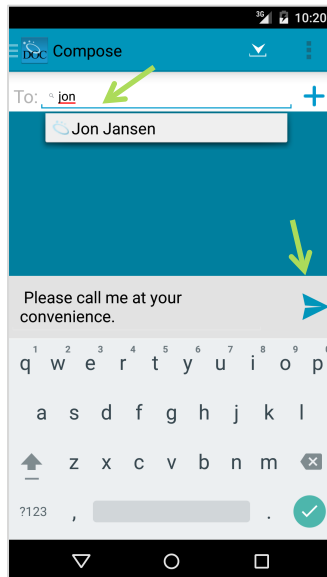
Find department phone numbers in the directory.

The **Organization** tab has all users in your organization and other useful functions.

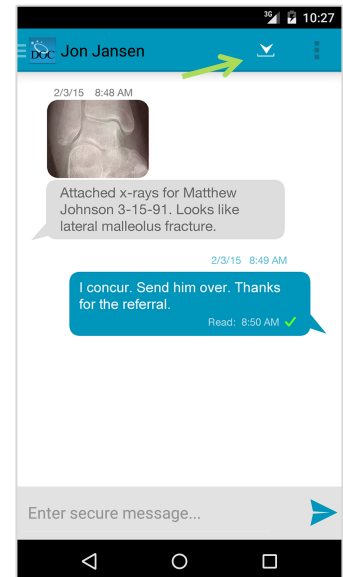
## Sending Messages:



Messages tab. Reply or tap the compose icon.



Type a user name, type your message and tap send.



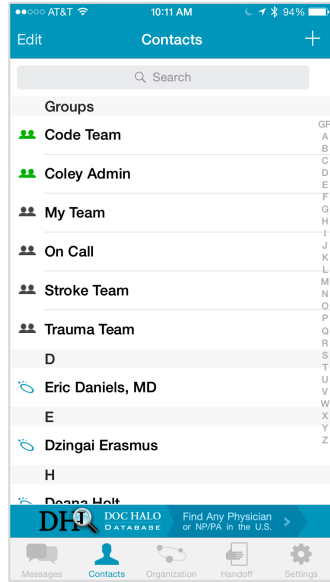
Attach photos, video, voice memos and more.

## Finding Users:

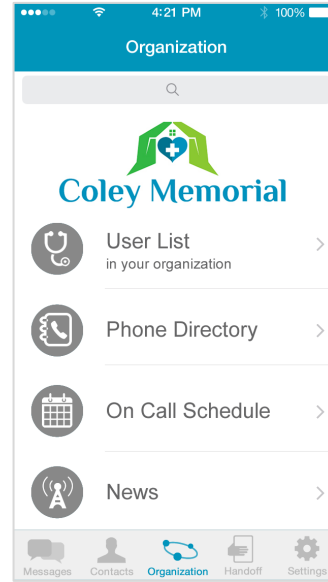
Green groups are set up by your organization.

Black groups are your own, created by tapping the + button.

Halos indicate users activated on Doc Halo and ready to message.



The **Contacts** tab has users you message frequently.

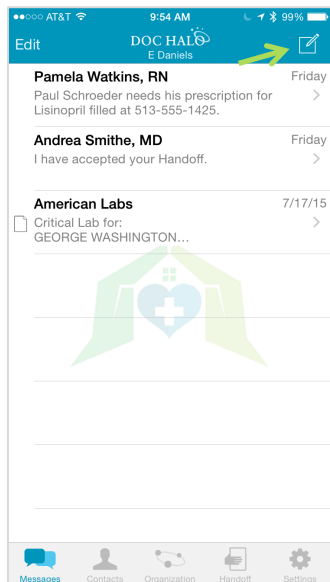


The **Organization** tab has all users in your organization and other useful functions.

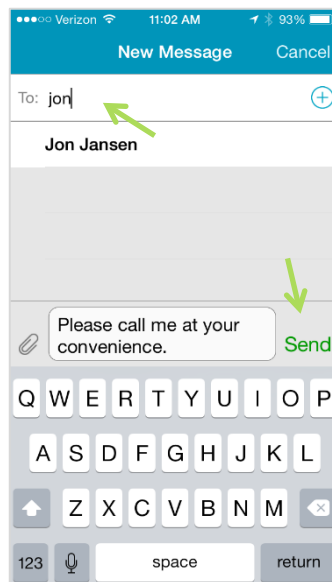
Find your entire organization's user list here.

Find department phone numbers in the directory.

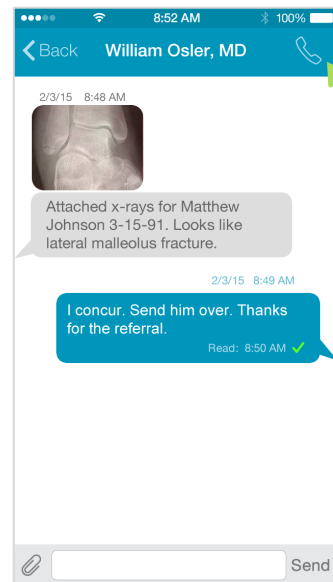
## Sending Messages:



Messages tab. Reply or tap the compose icon.



Type a user name, type your message and tap send.



Call back with one tap.

Attach photos, video, voice memos and more.