

Quick Reference Guide

Desktop App Features



Message Forwarding:

Easily pass along critical information that you sent or received with Message Forwarding.

To Forward a Message, click carrot in top right corner of message, click Forward and choose recipient(s).



Message Attachments:

Send files securely with Message Attachments.

To send a Message Attachment, tap the paperclip at the bottom of the message, choose the type of attachment you would like to send, and include any additional comments with attachment.



Do Not Disturb:

When you're unavailable, in a meeting, or with a patient, temporarily stop your push notification with Do Not Disturb.

To enable Do Not Disturb, click the Menu in the top left corner, click Edit Profile and click Do Not Disturb.



Message Anyone:

Communicate securely with colleagues outside of your organization's private network with Message Anyone.

To send a message to a colleague outside of your organization, tap the organization drop-down at the top left of the screen, click to your Contacts inbox and compose message using recipient's email address.

Message Recall:

Take back your message if you sent the wrong information to the wrong colleague with Message Recall.

To Recall a Message, click carrot in top right corner of message and click Recall.

Conversation Muting:

Take a break from any conversation with the Mute feature.

To enable the Mute option, click on the Speaker Icon at the top right of screen and select how long you would like to mute the conversation. While on Mute, the conversation will not generate push notifications, sound alerts, or in-app notifications and it will be marked with a mute icon.

Group Messaging:

Improve communication and enhance care coordination with Group Messaging.

To start a Group Message, click the Menu in the top left corner and click Create Group. Name the Group, Add Members and click Create Group.