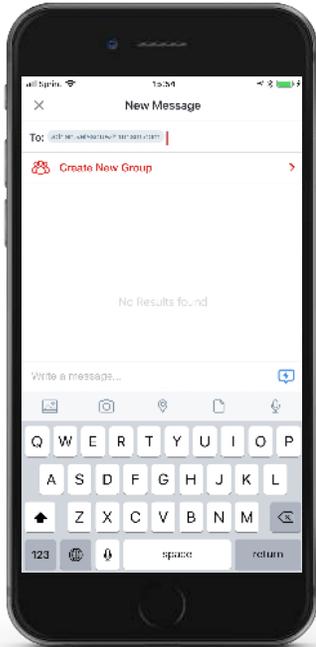


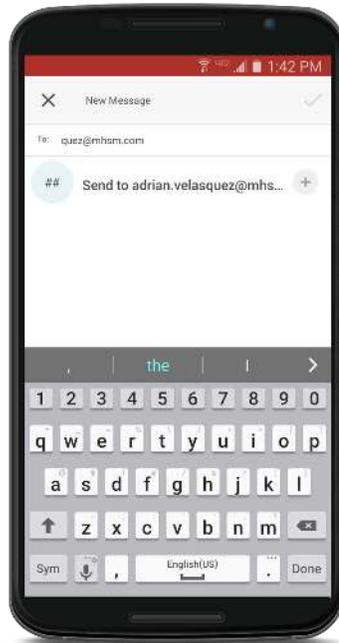
# Quick Reference Guide

## Sending a Message in TigerConnect's Contacts Network

On TigerConnect, users have the ability to send secure messages to individuals outside of your network. See below for steps on how to start messaging in the Contacts Directory.



iOS



Android

Use any iOS or Android device to send a message to someone from your Contacts Directory by selecting the organization dropdown at the top of your mobile application and selecting 'Contacts'.

### Send a message using iOS:

**First**, tap the Compose button (paper and pen icon in the upper right of your **Inbox**) to start a New Message. Then, type a name or email address into the **To:** field then click **Return** on your iOS device's keyboard.

To create a Group with multiple members, using the **Compose** button ensure that their email address is listed in your Address book and search for them by name and continue to add until all desired users have been added. Tap **Create Group**, add a name and tap **Create**.

### Send a message using Android:

Tap the New Message button (plus '+' sign in the lower right) and type a name or email address, then tap the plus '+' in the search field below to add the user to the conversation.

To create a Group with multiple users, tap the '+' sign in the lower right, then tap **New Group**. Enter the Group name and tap **Next**. Ensure that the individual's email is listed in your address book and continue to add until all desired users have been added. Tap the **checkmark in the upper right** to create the Group.

## Using the TigerConnect Web Console or Desktop Application:

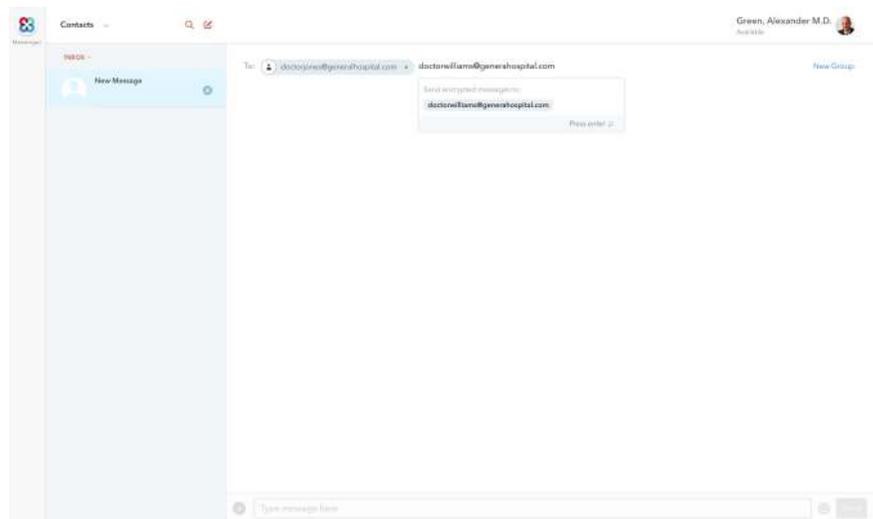
Enter your Contacts Inbox by clicking the organizational drop-down button in the upper left (you may be presented with a

Click the red **Compose** button (pad and pencil icon) to the right of Contacts.

Type the phone number or email of the individual.

Click the email address below **Send encrypted message to:** in the drop-down to enter the user as a recipient. **To create a Group**, continue to enter the email address of the recipient and click the Message Anyone drop-down until all desired recipients are included.

Enter your message in the 'Type message here' field, then click **Send**.



*To create a Group with multiple individuals add members as above until you have included all necessary members. Simply enter your message and click **Send**. The Group name will inherit the recipient's names or the recipient's phone number or email address (if the recipient does not have an existing TigerConnect account. **To change the name of the Group**, click on **Group Settings** (circle icon with three dots in it in the upper right), then enter the new name. Finally, click **Return/Enter** to save the name.*