
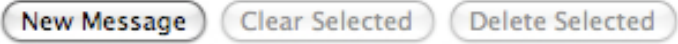

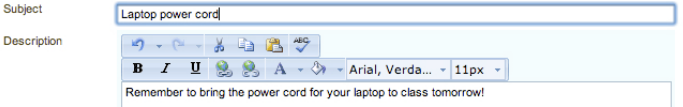
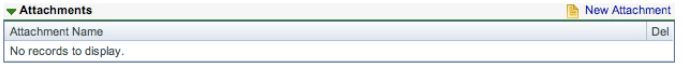

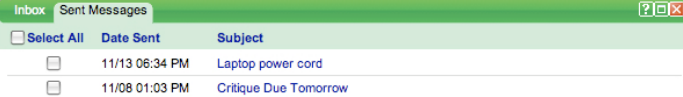
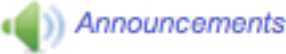

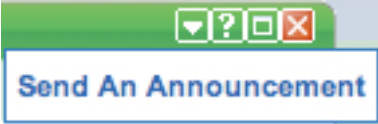




# Communicate Menu

<p><b>Messages</b></p> <p><b>Step 1</b></p> <p>Click <b>Messages</b>.</p>	
<p><b>Step 2</b></p> <p>Click <b>New Message</b>.</p>	
<p><b>Step 3</b></p> <p>Chose a <b>Person</b> or <b>Group</b> to receive the message and click <b>Add</b>. Click <b>X</b> by a recipient's name to remove.</p>	
<p><b>Step 4</b></p> <p>Enter the <b>Subject</b> of the message and type the message body in <b>Description</b>.</p>	
<p><b>Step 5</b></p> <p>Optional: Click <b>New Attachment</b> to upload a file(s) to send with the message.</p>	
<p><b>Step 6</b></p> <p>Click <b>Save</b> to send the message, or <b>Cancel</b>.</p>	
<p><b>Step 7</b></p> <p>The message is listed in <b>Sent Messages</b>.</p>	
<p><b>Announcements</b></p> <p><b>Step 1</b></p> <p>Click the <b>Announcements</b> icon.</p>	
<p><b>Step 2</b></p> <p>Click  and then click <b>Send An Announcement</b>.</p>	

# Communicate Menu

## Step 3

Enter a **Subject** and **Description** for your announcement.

Click **New Attachment** to add a file such as a flyer to the announcement.

Click **New Announce To** if you want to send the announcement to an individual rather than the whole group.

Click **Send** to distribute the announcement or **Cancel**.

## Step 4

You can view the announcement by clicking on the **Announcements** icon and then clicking the subject link.

Date	From	Announcement	Delete
11/13/2009	New Media Arts	<a href="#">Laptop Instructions</a>	

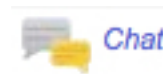
## Step 5

You can **Edit** or **Delete** the announcement at any time.

## Chat

### Step 1

Click the **Chat** icon. The number of users currently connected is shown below the icon.



### Step 2


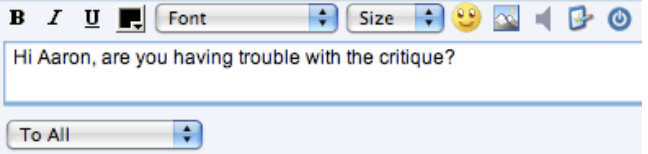

The chat control displays active chat rooms and the number of current participants for all the groups you have joined or created. Click a chat room to enter.

**CHAT**

Click on a chat room to enter:

New Media Arts  
0 People Chatting

# Communicate Menu

<p><b>Step 3</b></p> <p>After you connect, you can see a list of all users currently connected to the chat room.</p>	
<p><b>Step 4</b></p> <p>Compose a message and choose whether to send <b>To All</b> or to an individual user.</p>	
<p><b>Step 5</b></p> <p>Click <b>Send</b> to send your message. Click <b>Disconnect</b> to leave the chat room.</p>	
<p><b>Step 6</b></p> <p>Click <b>OK</b> to confirm that you want to disconnect, or <b>Cancel</b> to remain connected.</p>	