axiUm **Messenger** is used primarily for patient purposes.

If you have unread mail, the **Messenger** box at the bottom of the window will display an envelope with a blue or red (high priority) background.

If you have no mail or have read your mail, the box will display an envelope with a white background.

**To Check Mail**

- Click on the envelope button.
- Read any messages that have subject lines other than *New Patient Assigned* or *Patient Overdue*.
- Messages are sent whenever a medical release letter or biopsy report is scanned into one of your patients’ records or when you have Unapproved treatment in a patient’s chart.

**To Send a New Message**

- Click on the new message button - green plus sign
- Type last name of recipient in the To field - add a subject line and click in the text box to enter the text of your message - **Send**.

**Options** button allows you to see messages > 4weeks old and other settings.

**To Delete Messages**

- Highlight all the messages you want to delete. You can select the first message, hold down the shift key, and select the last message to select a number of contiguous messages. You can select the ctrl key to select noncontiguous messages.
- Click the red X to delete. Most (all) Messenger messages can be deleted without consequence.

**To view New Patient Assignments**

Click on the **Personal Planner** button.

Click on **Assigned Patients** tab. Click on Search button.

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