# Messenger

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.
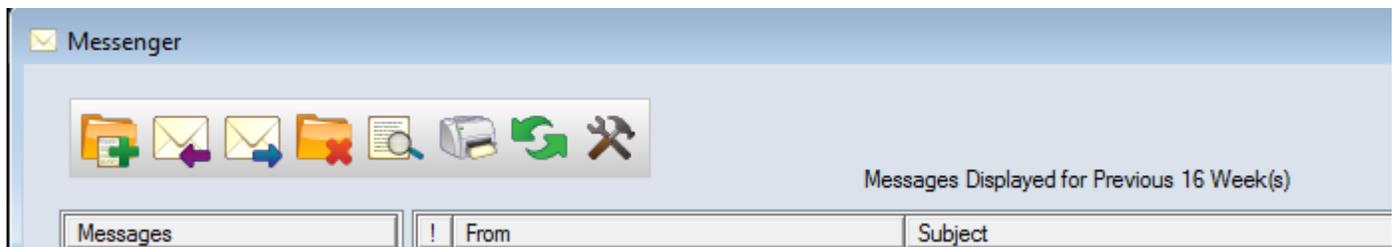
To Send a New Message

- 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 Patient s* tab. Click on Search button.

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