

Quick Reference Guide

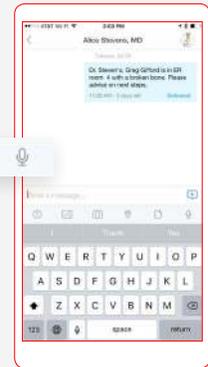
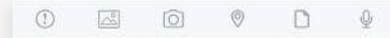
iOS Features



Message Forwarding

Easily pass along critical information that you sent or received.

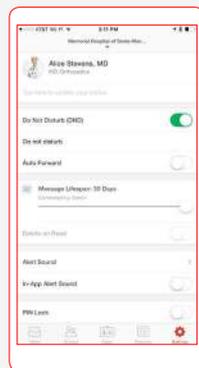
To forward a message, tap and hold the message until a menu appears. Select Forward, then tap on the co-workers to whom you'd like to send the forwarded message. Tap Forward in the upper right corner.



File Attachments

Send photos, files, videos, and voice-notes securely.

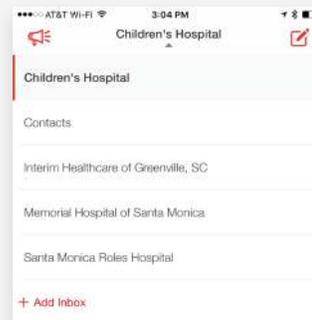
From the message screen, decide what type of file you'd like to attach and tap the appropriate icon from the row of icons along the bottom. Select the file, take a photo, or add a voice note and include any additional comments with the attachment.



Do Not Disturb

When you're unavailable, in a meeting, or with a patient, temporarily stop your push notifications.

Start by tapping the Settings icon from the Inbox screen. Next, tap the Do Not Disturb toggle button and customize your Away message. You can even designate a co-worker to receive your messages.



Message Anyone

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

To start, tap the organization drop-down at the top of the Inbox. Select Contacts. Tap the Compose Message icon, then select a contact or type a phone number in the To field. Compose and send your message.

Message Recall

Sent a message to the wrong person? Permanently recall it with no trace.

To recall a message, tap and hold the message, then select Recall from the menu that appears. Your message will be permanently deleted from both the recipient's device and your conversation thread.

Group Messaging

Improve communication and enhance care coordination.

To send a Group message, tap the Groups icon along the bottom of the Inbox screen. Tap the + sign and enter a group name. Next, select group members. Tap Create and compose your message.