

# HOW TO SEND A MESSAGE

THIS GUIDE PROVIDES A STEP BY STEP WALKTHROUGH OF SENDING A MESSAGE TO YOUR TRANSPORTATION TEAM USING BEACON CONNECT.

Sending an email is often like aiming at a target while blind folded. Is this the right person to email? Is my contact on vacation? With Beacon Connect messaging we solve these issues by having one location where you can communicate your needs with your whole transportation team. In messages, we work together to make sure you get what you need, when you need it.

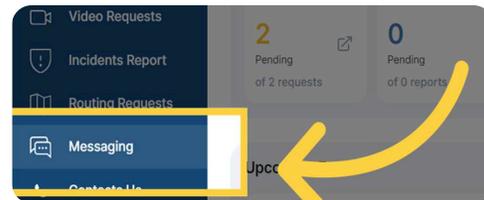
## 1. Expand your system tools

Start by expanding the system tools menu, if it is not already open.



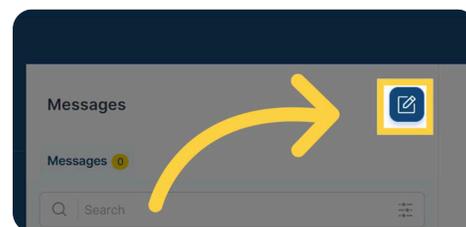
## 2. Select Messaging

Click on messaging from the expanded system tools.



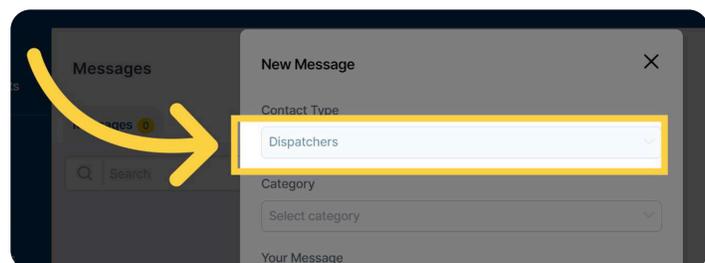
## 3. Create your Message

The messages window will open. Click *paper and pencil icon* to start a new message.



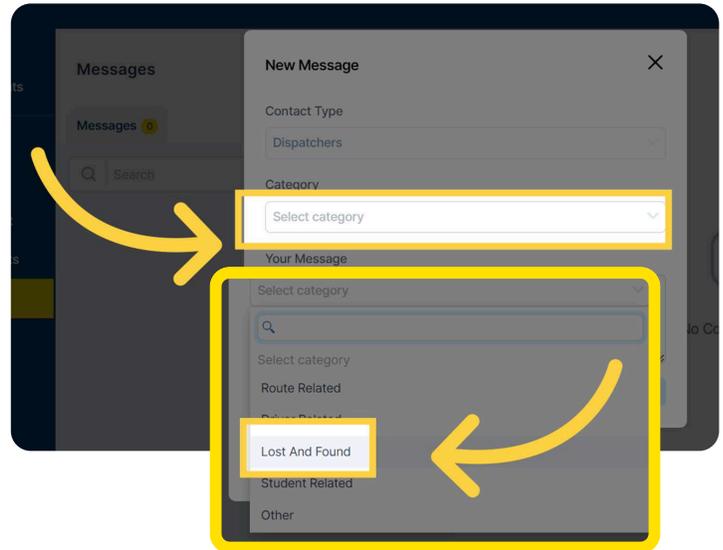
## 4. Select Recipients

Choose the recipients of your message by selecting *Contact Type*.



## 5. Select Message Category

Pick a message category from the drop-down menu. (Example shown is selecting "Lost and Found" as the message category.)

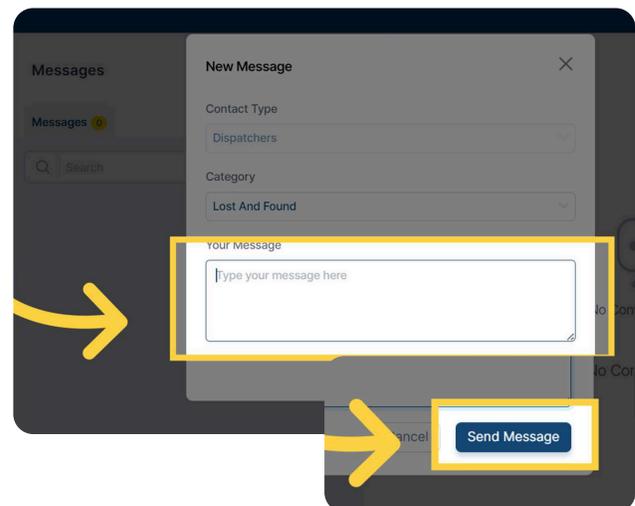


## 6. Type your Message

In the *Your Message* section you can type in this field and add details for your message to the team.

## 7. Send your Message

Once your message is ready, click on the *Send Message* button. At that point, your message will be on its way to our entire team!



Thank you for using Beacon Connect for messaging!