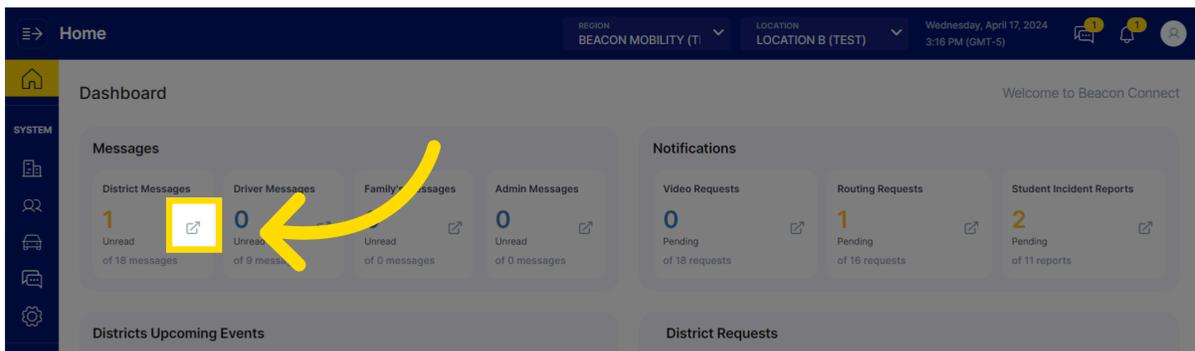


# HOW TO SEND A MESSAGE IN BEACON CONNECT

This guide will walk you through the process of sending a message using Beacon Connect.  
[Go to admin.stage.beaconconnect.app](https://admin.stage.beaconconnect.app)

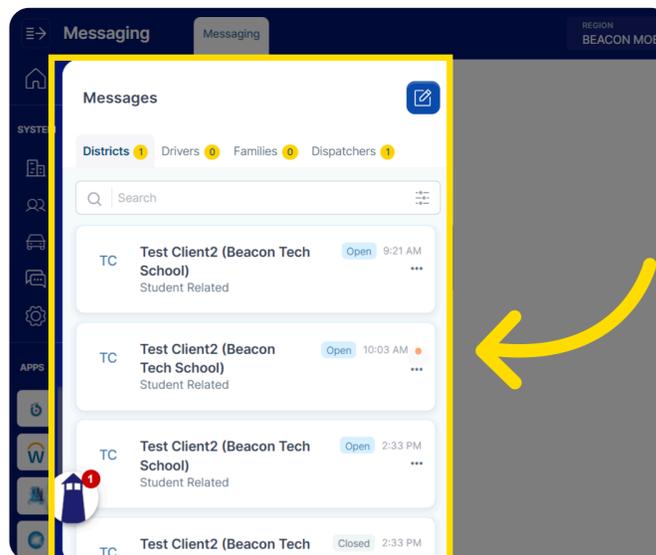
## 1. View messages.

Click the arrow under district message on the home screen to open the messages window.



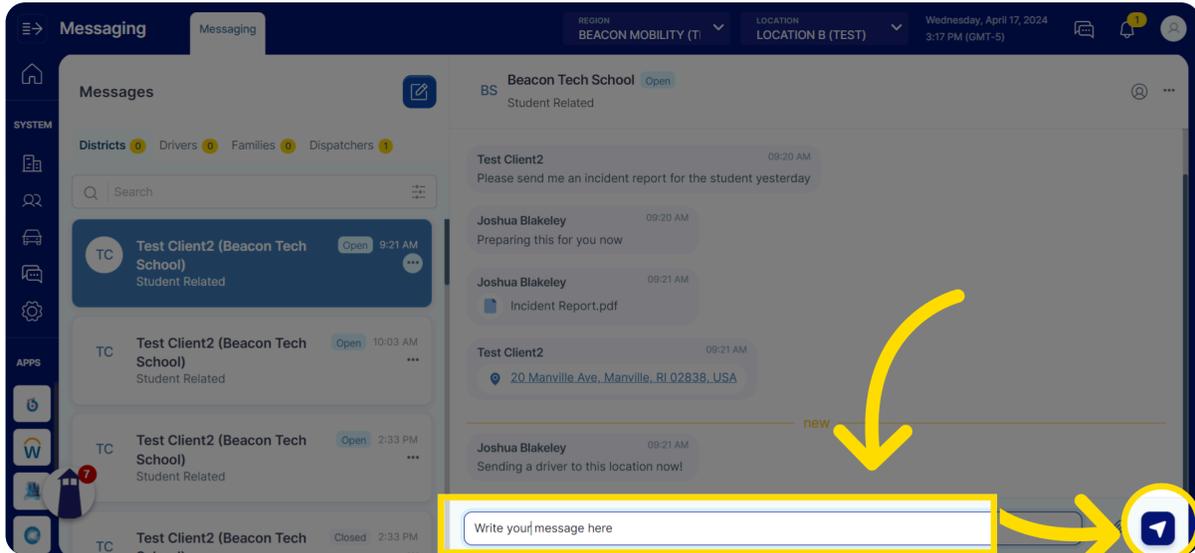
## 2. Find and open unread messages.

Messages are displayed in time order. To find the message that is unread, look for the small orange indicator dot. Click anywhere on the message to open it.



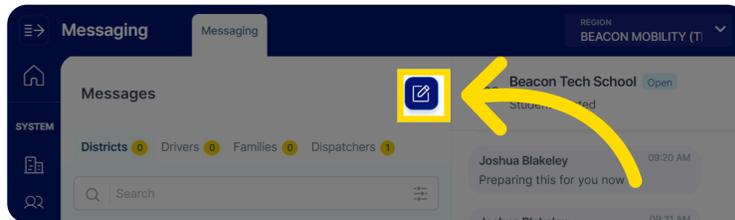
### 3. Write a message.

Select the option to write a message. Type your message in the provided space. Click the *arrow* to send the message.



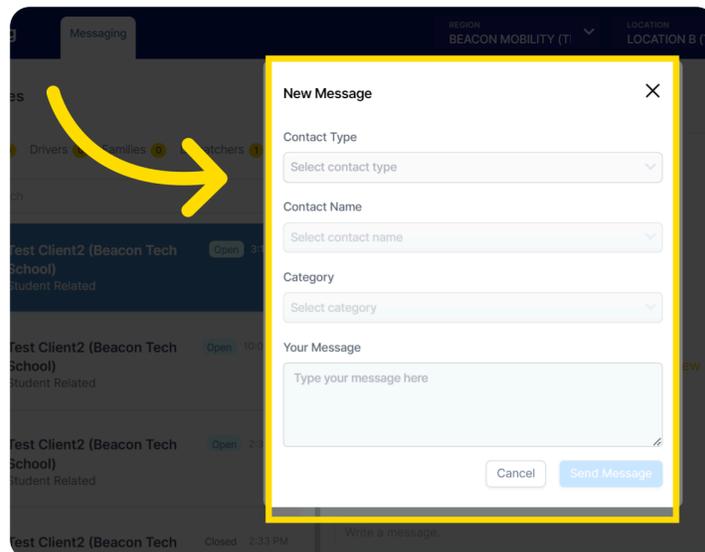
### 4. Start a new message.

To write a new message, click the *paper and pencil* icon



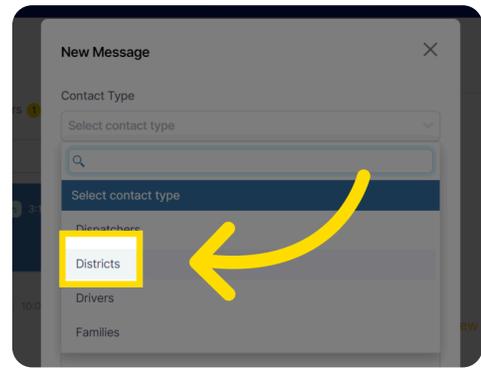
### 5. Create your message.

A new message box will pop up. Fill out each line and then hit send.



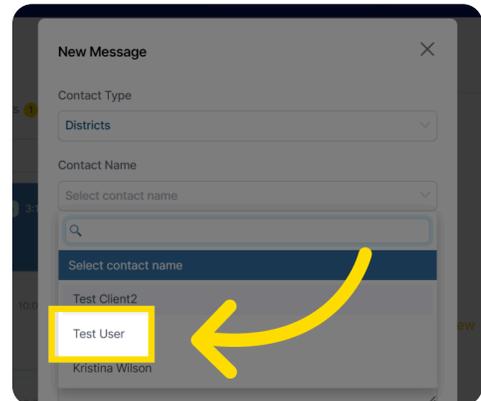
## 6. Select contact type.

In the contact type, Select "Districts."



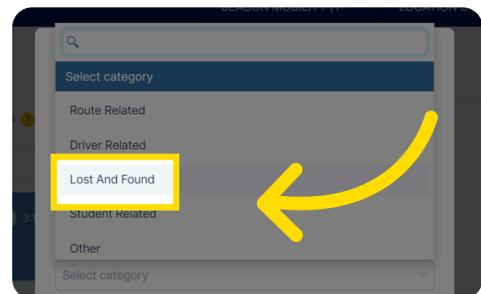
## 7. Select contact name.

Use the drop down menu to choose the specific customer you want to send the message to.



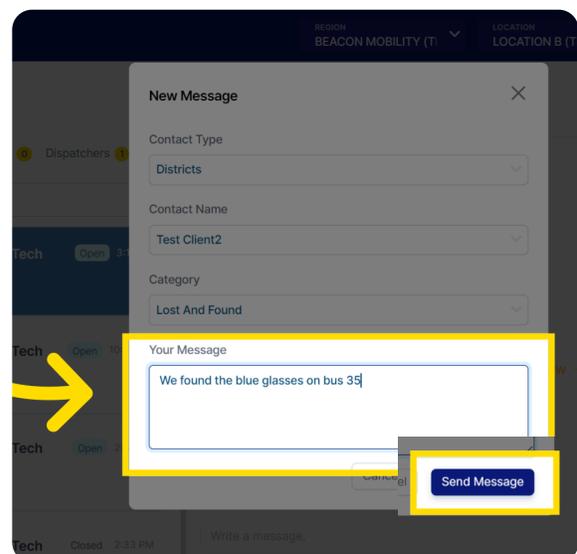
## 8. Select the category.

Next choose the category of the message.

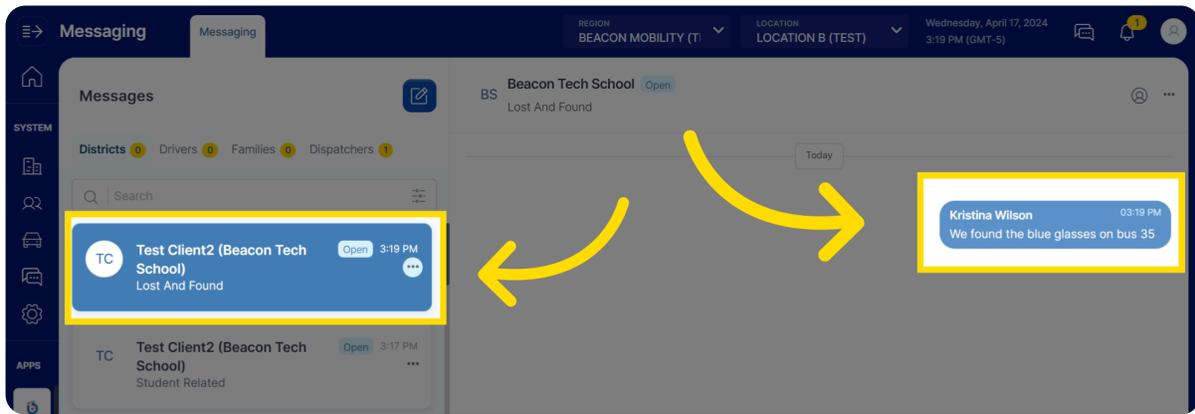


## 9. Type and send message.

Then type the message to the customer in the box labeled, "your message". Once you are satisfied with your message. Click "Send Message" to send your message.

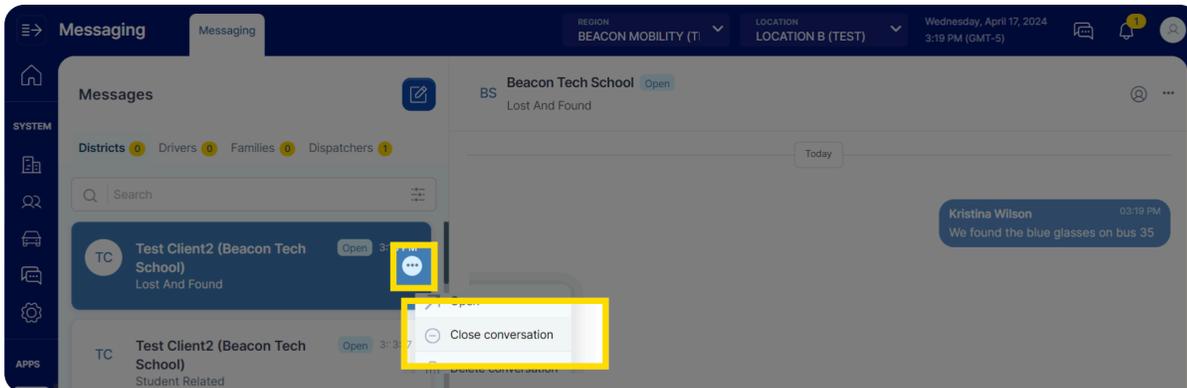


Your message will now appear as the top message on the message list.



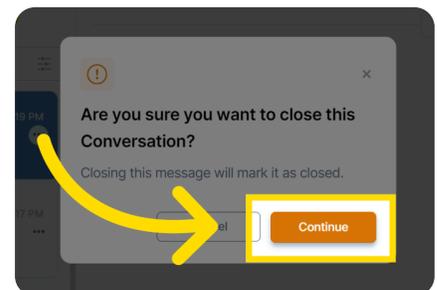
## 10. Close a message.

If a message no longer needs attention, it is best practice to close the message. Start by clicking the 3 dots. Then choose Close the conversation.



## 11. Confirmation of closing the message.

Proceed by clicking "Continue."



## 12. An auto prompt will be sent to the client.

This message is sent to alert the client that the message has been closed. But never fear, if a customer wishes to say more, they are able to reopen the message at any time.



The guide covered the detailed steps to send a message in Beacon Connect, facilitating seamless communication within the application. Thank you for using Beacon Connect.