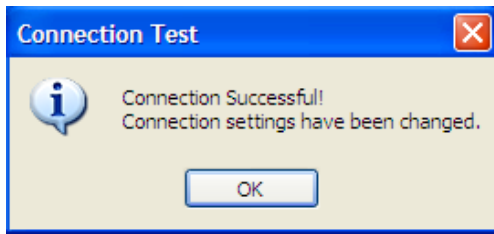
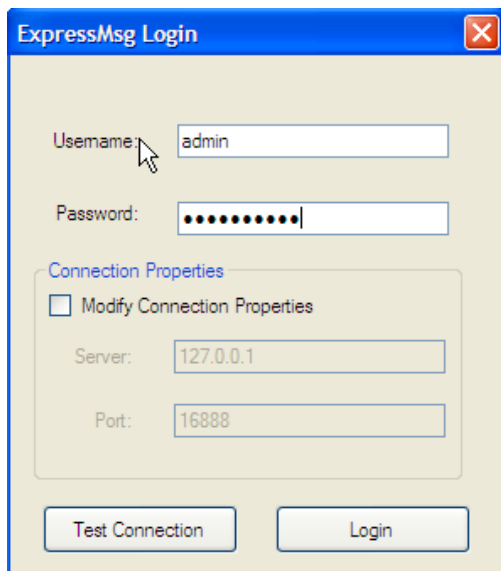


Log In

1. Locate and open the ExpressMsg.exe program.
2. The first time you log in, you need to configure your Connection Properties. Click the **Modify Connection Properties** checkbox. When you do this, the Server and Port text boxes become editable.
 - a. **Server** – change your server to the IP address, FQDN or computer name of the appropriate SmartMsg server. 127.0.0.1 can be used to connect to the localhost server if you have SmartMsg server running on the local machine. Otherwise, obtain server information from your SmartMsg Global Administrator.
 - b. **Port** – enter the Port used. 16888 is the default port, but it is possible that your SmartMsg Administrator has chosen a custom port. Verify the port entry with your SmartMsg Global Administrator.
 - c. Click the **Test Connection** button.



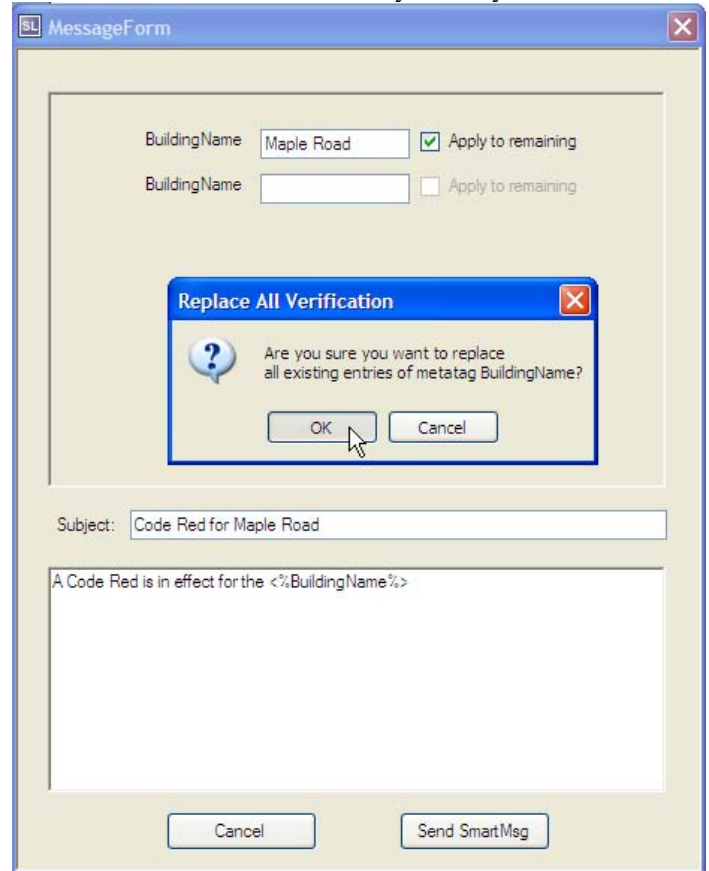
- i. If it is successful, you may proceed by entering your username/password, and clicking the **Login** button.
- ii. If it is unsuccessful, please try the following troubleshooting tips:
 1. Verify that you can ping the IP address of the SmartMsg server.
 2. Verify that firewall port 16888 is open between your computer and the SmartMsg server.



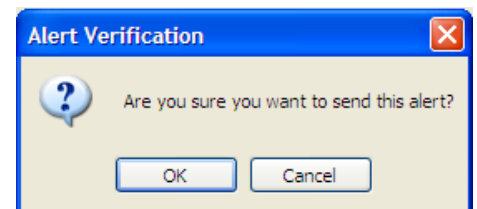
3. After logging in the first time, you can enter your username/password, and click **Login**. Connection settings can be changed at any point by checking the **Modify Connection Properties** checkbox.

Send an Alert


1. Double click on a button icon.
2. Fill in any textboxes, checkboxes, or dropdown menus. The areas in the preview contained within <%.....%> will be filled in based on your entries.
3. If you have multiple fields with the same input, click the **Apply to remaining** checkbox. The rest of the fields with this name will be filled in with your entry.

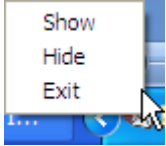


4. Review the alert preview and make changes in the preview window as necessary. You can modify the text in the **Subject** and **Body** of the alert, if necessary.
5. Click **Send SmartMsg**.
6. Click **Yes** on confirmation window.



Hide Window

Go to **File > Hide** to hide the ExpressMsg dashboard to the system tray. The close button performs the same function as Hide. When hidden, the ExpressMsg dashboard will appear as a small gray icon in the system tray. 



Right-click the icon and choose **Show** to make dashboard reappear.

Choose **Exit** to completely exit the application.

Menu Icons

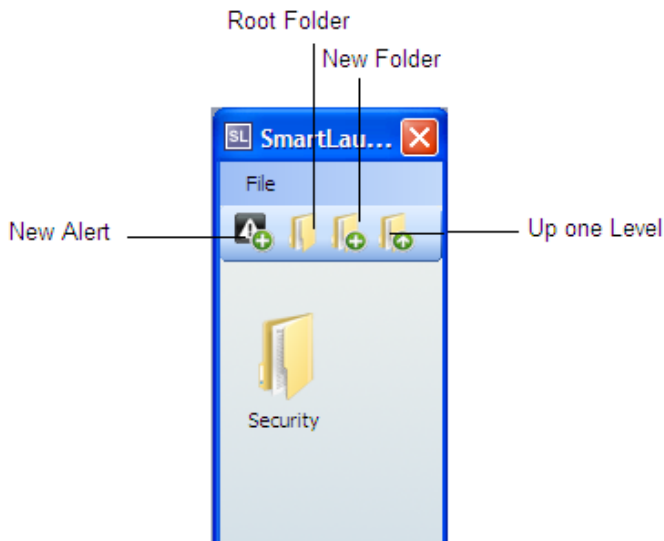
There are 4 menu icons – New Alert, Root Folder, New Folder, Up One Folder.

New Alert – opens the window to create a new alert.

Root Folder – brings you to the topmost folder.

New Folder – opens the window to create a new folder.

Up One Level – brings you up one folder level.



Window Preferences

Window preferences (detailed in this section) are determined by the Administrator, not the End-User. You may have security rights to perform some of these functions, but not all of them.

Right-click inside the ExpressMsg Dashboard to see a menu of options for the application.

In Window – removes the docking features (Dock Right, Dock Left). Allows the ExpressMsg Dashboard to appear as a regular window that can be dragged to anywhere on your desktop.

On Top – when checked, the ExpressMsg Dashboard will always be the topmost window on your desktop, to matter where you click.

Dock Right – when checked, docks the window to the right side of your desktop. The window cannot be dragged to another location.

Dock Left – when checked, docks the window to the left side of your desktop. The window cannot be dragged to another location.

Sort Icons By Name – arranges icons in ascending alphabetical order.

