

Message Center

To view and create messages.

The screenshot shows the Message Center interface. On the left is a navigation menu with items: Home, About Our Parish, Bulletin, Calendar, Contact Us, Diocese, Mass Times, Picture Gallery, Stewardship Schedules, Submit News, Submit Event, Give Us Your Opinion, My User Profile, and Message Center (0 new). The 'Message Center (0 new)' item is highlighted with a red box and labeled '1.'. The main content area has tabs for 'Worship', 'Education', 'Outreach', and 'Parish Life'. Below the tabs is the 'Manage Messages' section, which includes a 'Create Message' button (labeled '3.'), 'Received Messages' (with a 'View All' link), and 'Sent Messages' (with a 'View All' link). Both message sections indicate 'You currently have no sent messages.' A 'Back' link is located at the bottom left of the main content area. The entire screenshot is labeled 'Figure 1' in a box at the bottom right.

To View:

- 1.) Click Message Center on the left side of web page. (Figure 1)
- 2.) Click on the message you wish to view. When there are messages there you may also delete them in this section.

The screenshot shows the 'Create Message' form. At the top is the title 'Create Message'. Below it is a 'Subject:' label followed by an empty text input field (labeled '4.'). Underneath is a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, font size, text color, background color, and HTML source code. Below the toolbar is a large text area for the message content (labeled '5.'). Underneath the content area is a 'Path:' label followed by an empty text input field. At the bottom is the 'Send To:' label followed by a list of recipient groups: PARISH ADMINS, ALL PARISHIONERS, BLAST-Youth Ministries, Board of Education, and Confirmation (labeled '6.'). A 'Send Message' button is located at the bottom center. A 'Back' link is at the bottom left. The entire screenshot is labeled 'Figure 2' in a box at the bottom right.

To Create:

- 3.) Click on Create Message. (Figure 1)
- 4.) Fill in subject. (Figure 2)
- 5.) Type in your message in the content area. Here you can type in your article and use the tool bar to help out with effects. (Figure 2)
- 6.) Click on the group which you'd like to send the message in the Send To box. (Figure 2)
- 7.) Click Send Message.