

Message Center

To view and create messages.

The screenshot shows the Message Center interface. On the left is a navigation menu with options: 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)' option is highlighted with a red box and labeled '1.'. The main content area is titled 'Manage Messages' and has tabs for 'Worship', 'Education', 'Outreach', and 'Parish Life'. Below the tabs is a 'Create Message' button, highlighted with a red box and labeled '3.'. The 'Received Messages' section shows a table with columns 'FROM', 'SUBJECT', and 'DATE', and a message: 'You currently have no sent messages.' The 'Sent Messages' section also shows a table with columns 'DATE' and 'SUBJECT', and a message: 'You currently have no sent messages.' A 'Back' link is at the bottom left. 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, highlighted with a red box and labeled '4.'. Below the subject field 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. Below the toolbar is a large text area for the message content, highlighted with a red box and labeled '5.'. Below the content area is a 'Path:' label followed by an empty text input field. Below the path field is a 'Send To:' label followed by a list of groups: 'PARISH ADMINS', 'ALL PARISHIONERS', 'BLAST-Youth Ministries', 'Board of Education', and 'Confirmation'. The 'ALL PARISHIONERS' group is highlighted with a red box and labeled '6.'. At the bottom of the form is a 'Send Message' button. 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**.