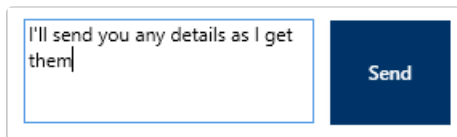


Send Messages

Last Modified on 10/01/2019 3:06 pm EDT

To send a message:

1. Click  **Messages** in the ribbon.
2. Click a conversation from the **Messages** panel.
3. Type a message in the text field.

A screenshot of the 'Messages' panel in a software interface. It features a text input field with a light blue border and a dark blue 'Send' button to its right. The text field contains the text 'I'll send you any details as I get them' followed by a cursor. The 'Send' button is a solid dark blue rectangle with the word 'Send' in white text.

The text field in the Messages panel.

4. Click **Send** or press **Enter** on your keyboard.