

Web Tutorial: How to use the Messaging Center

1

Messaging Center

- A. Log-in
- B. Click My Account
- C. Messaging Center
- D. Inbox/Sent/Archive

🏠 | Physician's Office / My Account / Messaging center

Inbox **Sent** **Archive** **CREATE NEW MESSAGE**

Total: 0

INBOX **SORT BY High Priority**

No Results Found

MESSAGES PER PAGE **25**

Web Tutorial: How to use the Messaging Center

Create New Message

2

- A. Create New Message
- B. Create the message
- C. Select the Target Locations
- D. Select the Target Users
- E. Send Message

TARGET USERS D

USERS LIST (2 OF 4)

SELECTION OPTION: **TARGET ALL (4) USERS**

<input type="checkbox"/>	User Id
<input checked="" type="checkbox"/>	ashley.nance
<input checked="" type="checkbox"/>	brookeberson
<input type="checkbox"/>	denning_jeff
<input type="checkbox"/>	dustinw

1-4 of 4 User(s) SAVE GROUP SEND MESSAGE E

Inbox
Total: 0
Sent
Archive
CREATE NEW MESSAGE

INBOX SEARCH SORT BY
High Priority

No Results Found

MESSAGES PER PAGE **25**

CREATE NEW MESSAGE B

Subject* Starts* Ends*

Message*

B I U

Welcome to Henry Schein Online Messaging Center

Mark as High Priority message. Show message as soon as user logs in.. Add me to the recipient's Get a copy when this message is sent.. Choose Target Group

TARGET LOCATIONS C

LOCATIONS LIST (2 OF 378) SEARCH SORT BY
Office Nickname

SELECTION OPTION: **TARGET ALL (378) LOCATIONS**

<input type="checkbox"/>	Office Info	Shipping Address
<input checked="" type="checkbox"/>	Office: Duke The Forest At Duke Nickname: The Forest At Duke Shipping Acct: 3864966 / Billing Acct: 1594944	Address 2701 Pickett Rd Durham, NC
<input checked="" type="checkbox"/>	Office: Duke Adult Bone Marrow Transplant Clinic Nickname: Adult Bone Marrow Transplant Clinic Shipping Acct: 3867864 / Billing Acct: 1594944	Address 2400 Pratt St Durham, NC
<input type="checkbox"/>	Office: Duke Amedisys Home Health Nickname: AMEDISYS HOME HEALTH Shipping Acct: 3836491 / Billing Acct: 1594944	Address 1005 Slater Rd Ste 105 Durham, NC