

1 Log in

Access the Message Server via your browser. Just fill in your username and password and click on "Login".

Username: YourUsername
Password:
 remember username
Login

2 Select Site

Select the correct site for which you want to create your message. By clicking on the drop-down menu, you can easily change your site.

Change site: Domain YourCompany - HQ
Domain YourCompany
HQ
New York
Amsterdam
Moscow
Berlin
Sydney

3 New Message

Click the 'New Message' button to start creating a new message.

#	STATUS	TITLE
1	ON	Request for salary revision Last edited: 05/21/2019 9:10:04 AM by support
2	ON	A warm welcome to our new colleague Justine! Last edited: 05/20/2019 3:21:49 PM by support
3	ON	Updated Employee Benefits Package 2019 Last edited: 05/20/2019 2:25:41 PM by Tutorial

4 Insert Text

Start creating your message by filling in a title and body text. On the right side, you see a live preview of your message. Text can be formatted, e.g. bold, italic, underlined.

CONTENT
TITLE
Font Family Font B I U A A
BODY TEXT
Font Family Font B I U A A

5 Add Media

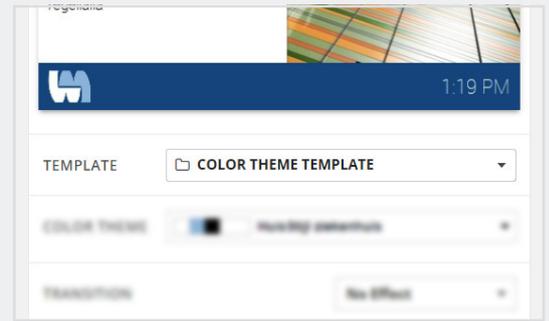
Add one or more media objects to your message. This can be an image, GIF, or a video. Click the "plus" sign and choose the media you want to add to your message.

MEDIA
+

TEMPLATE
TRANSITION
SCHEDULING
ADVANCED
TICKER

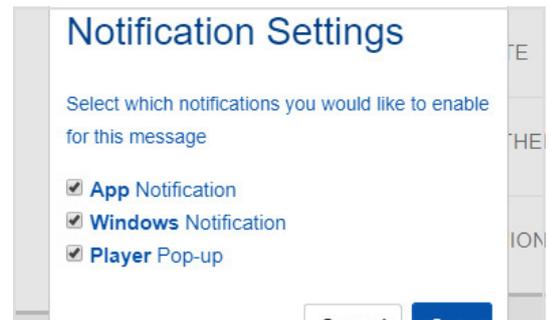
6 Select Template

Selecting a template that fits your message. A template can consist of a predefined color theme which defines the colors of the background, footer and title.



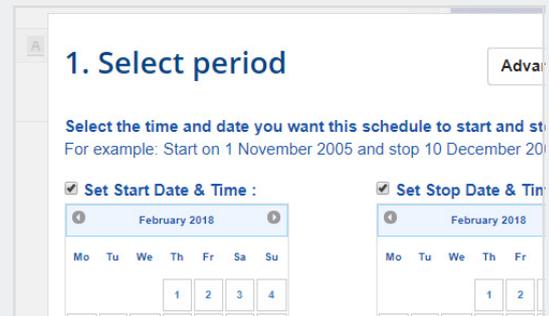
7 Enable Notifications

Enable notifications to make your message more visible. You can select one or more notifications, such as app notification, Windows notification, or desktop pop-up.



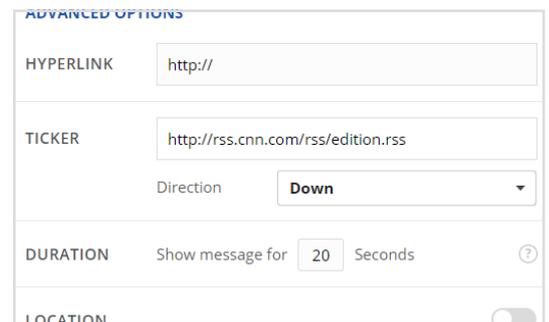
8 Schedule Message

Turn on "Scheduling" to set a specific time frame in which your message must be displayed. If you choose not to, your message will be displayed from the time you publish it until you manually deactivate or delete it.



9 Choose Options

In the advanced options you can add a hyperlink to guide people to further information. You can also add a RSS feed in the ticker field and set the duration of the slide.



10 Publish

Satisfied with the result? Click the "Save" button. In the Message Overview, switch your message status to "ON" and click the "Publish" button to publish your message.

