

Specify the following information in the "Send Phone Message" screen (your name - the signature at the bottom - as well as the date and time have already been filled in by Con-nect):

To

The last name or user ID of the addressee. You can also specify the nickname of a Con-nect user.

In contrast to the memo, you can only specify one addressee for a phone message.

If you enter a last name and more than one Con-nect user has that last name, a window appears which lists all users with that last name. You must then mark the required addressee with any non-blank character and press ENTER.

You can also enter the last name followed by the first name - separated by a comma.

You can also enter an asterisk (*) in this line to display the addressee selection window. See *Selecting Addressees* for a description of that window.

Caller

Optional - the name of the caller.

Number

Optional - the caller's phone number.

of

Optional - the caller's company, department, etc.

Ext

Optional - the caller's extension.

Message

Optional - the text of the message.

Called X Pls Call _ Returned Call _ Wants to Meet _ Will Call _ Urgent _

These fields can be used to inform the addressee of the necessary action. By default the field "Called" is marked with an X. You can optionally mark the appropriate action field(s) with any non-blank character.

Optional - press ENTER to review the addressee before you send the phone message.

If the selected user has set a mail status message, the message is displayed in a window as soon as you press ENTER or issue the CONFIRM command. You must then press ENTER again to close that window.

Issue the following command to send the phone message.

CONFIRM

The blank "Send Phone Message" screen re-appears and you can send another phone message, or quit the function.

A copy of each phone message you sent is stored in your Outbasket (see *Checking Your Outbasket*). In contrast to other mail items, no copy of the phone message is stored in your Outbasket if you do not send the phone message by issuing the CONFIRM command.

Tip:

Although a phone message can only be sent to one addressee, there are ways of notifying more than one person of its contents. You can either send the phone message to yourself and forward it from your Inbasket, or re-send it from your Outbasket.

Reading a Phone Message

Incoming phone messages are initially stored in your Inbasket in the file Phone. You read a phone message as you would any other mail item. See *The Files of Your Inbasket* for further information.