

1 Login

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

A login form with a username field containing 'demo', a password field, a blue 'Login' button, and a checked checkbox for 'remember username'.

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.

A screenshot of the 'Change site' dropdown menu. The current site is 'Domain YourCompany - HQ'. The dropdown list shows: Domain YourCompany, HQ, New York, Amsterdam, Moscow, Berlin, and Sydney. There are 'Preview' and 'Return' buttons to the right.

3 New Message

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

A screenshot of the Message Server interface. It shows a 'New Message' button, a 'Status All' dropdown, and an 'Output' button. Below is a table of messages:

#	STATUS	TITLE	SCHEDULING
1	ON	Sales numbers of the second quarter Last edited: 02/20/2018 10:44:24 AM by Dav	off
2	ON	Poster Presentation ASM Last edited: 02/20/2018 10:51:15 AM by Dav	off
3	ON	Warm welcome to our new colleague Last edited: 02/20/2018 10:50:52 AM by Dav	off
4	OFF	People are reluctant to use public Last edited: 02/20/2018 10:51:51 AM by Dav	off

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.

A screenshot of the message creation form. It shows the 'CONTENT' section with 'TITLE' and 'BODY TEXT' fields. Both fields have a rich text editor toolbar with options for font family, font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink.

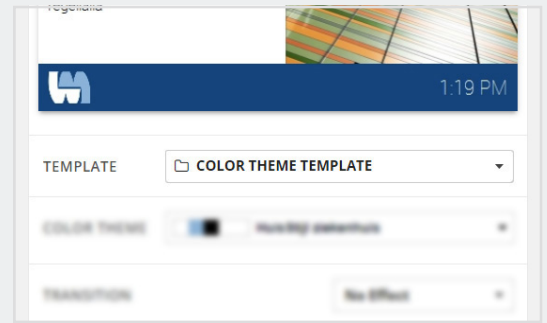
5 Add Media

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

A screenshot of the message creation form. It shows the 'MEDIA' section with a dashed box containing a plus sign. To the right is a sidebar with options: TEMPLATE, TRANSITION, SCHEDULING, ADVANCED, and TICKER. At the bottom, there is an 'APP' toggle switch.

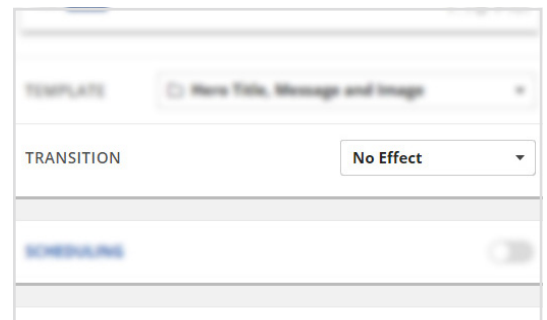
6 Select Template

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.



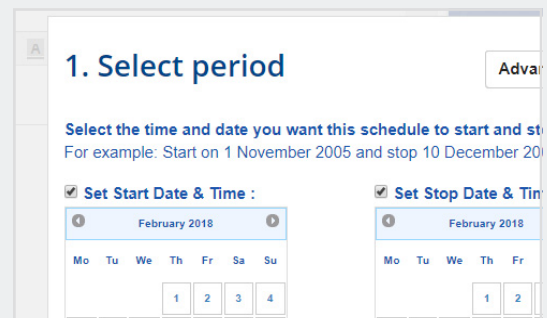
7 Choose Transition

Optionally, you can select a transition between slides. You can choose from a wide array of transitions such as fade, wipe, reveal etc.



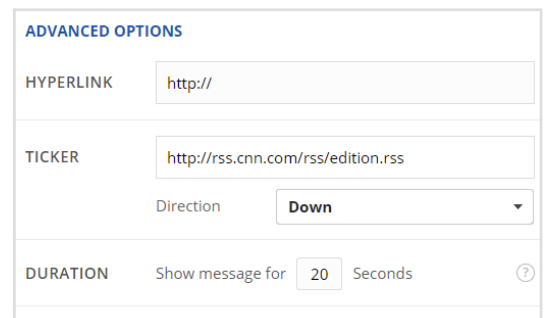
8 Schedule Message

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.

