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

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

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.

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.
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.