INTRODUCTION TO axiUm MESSENGER
Introduction to axiUm Messenger

axiUm Messenger

Messenger Tools
USING axiUm MESSENGER

Access axiUm Messenger by clicking “Tools” → “Messenger…” in the menu bar or...

…by double clicking the envelope icon at the bottom center of the axiUm desktop.
axiUm Messenger allows you to securely send messages to other students, staff and faculty regarding patient care or follow up information.

axiUm messages are called A-mail.
**axiUm Messenger - Options**

Messenger options include:

**In office** – normal mode

**Out of Office** – sends custom auto reply message to the sender

**Workstation Options:**

Sort by option “First Name” or “Last Name”

Show BCC – yes or no

Display Message for a custom number of weeks or for a time frame.
axiUm Messenger

High Priority Message
**axiUm MESSENGER – HIGH PRIORITY MESSAGE**

To send a High Priority Message:
Click on new message
And Select recipient.

Select by clicking here
Enter Criteria of your choice. Here we use the recipient’s Last Name.

Click on the “Member Name” column to search.
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Click on the right arrow to include the recipient...

As recipients are added, they will be listed here...

Close box when last recipient is added...
**axiUm MESSENGER – SET HIGH PRIORITY**

![Image of axiUm Messenger window with high priority set and message drafted with option to click send.](image-url)

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*Introduction to axiUm Messenger*