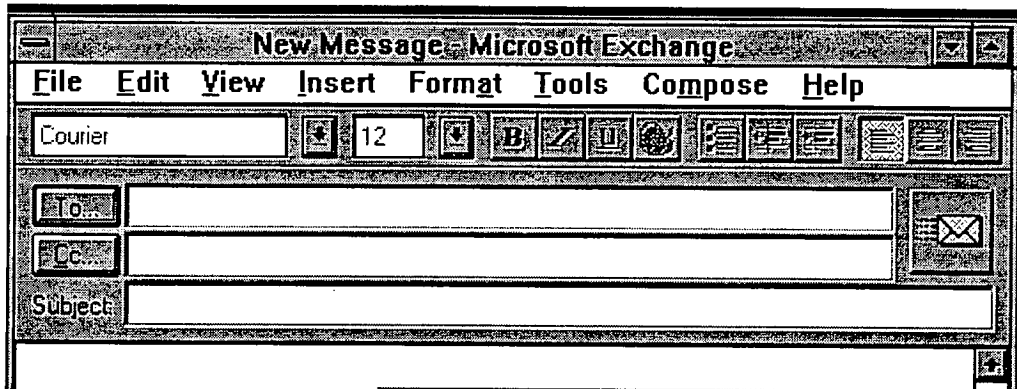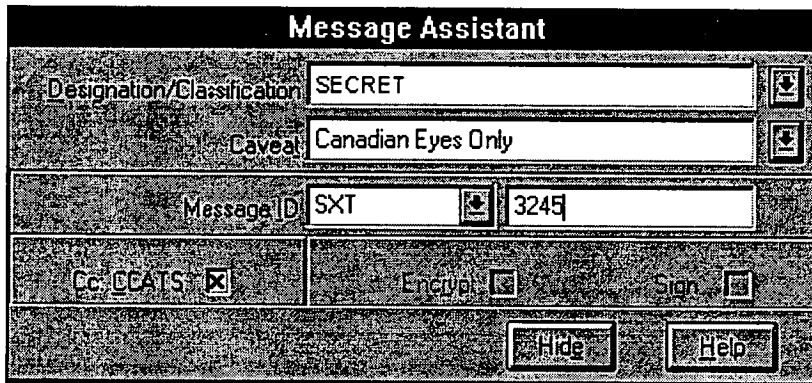## Composing and Sending Messages

To Compose and Send a Message:

1.   Select **Compose, New Message** from the menu bar. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window.

If the *Message Assistant* dialogue box is covering a part of the desktop you wish to see, it may be moved by clicking and dragging on its title bar.

2.   Select the desired message designation or classification in the *Designation/Classification* field by clicking on the drop-down list box.
3.   Select the desired caveat in the *Caveat* field by clicking on the drop-down list box or enter the caveat if it does not appear in the list.
4.   Select your division's acronym in the *Message ID* field by clicking on the drop-down list box.
5.   Enter the message number (i.e. 0001) in the input field to the right of the *Message ID* field. This number would be obtained from your Document Registry and any