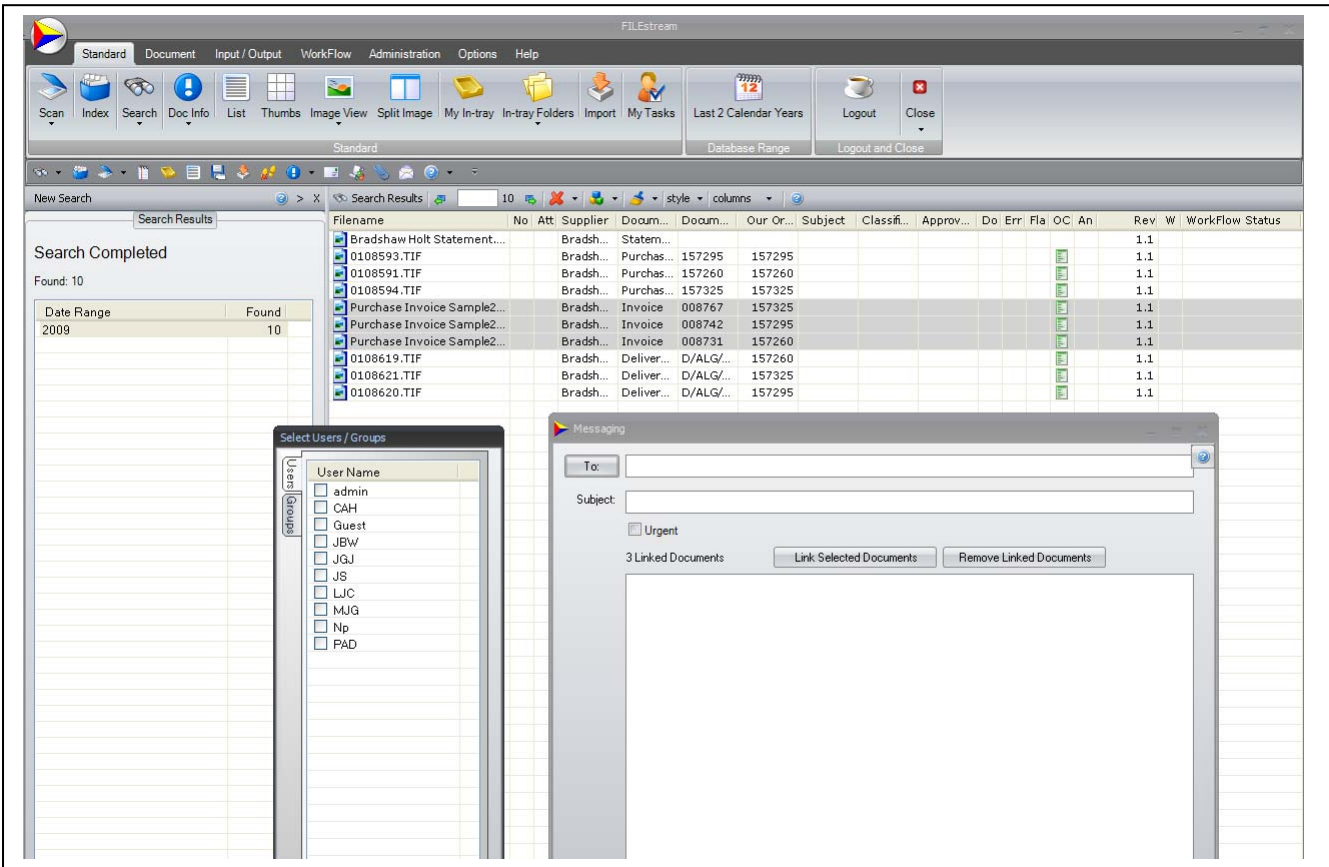


## SEND WITH MESSAGE from FILE STREAM DOCUMENT MANAGEMENT



A link to documents can be sent to any user with a message. These documents can be in your In-tray as shown above or documents you've found through searching a cabinet. In both cases highlight the documents and right click your mouse button to send a link to them to one or more users together with a message.

On receiving the message, recipients will be asked to click on a messaging popup and they will see the following Inbox pane shown here.

By clicking on the appropriate entry in the Inbox the message will be displayed and a button is shown to allow any attached documents to be viewed.

All the usual messaging functions are also available here such as Reply, Forward, Delete, New Message.

