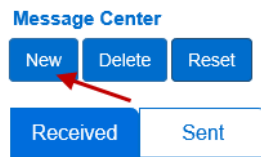# KinderConnect – Sending Messages
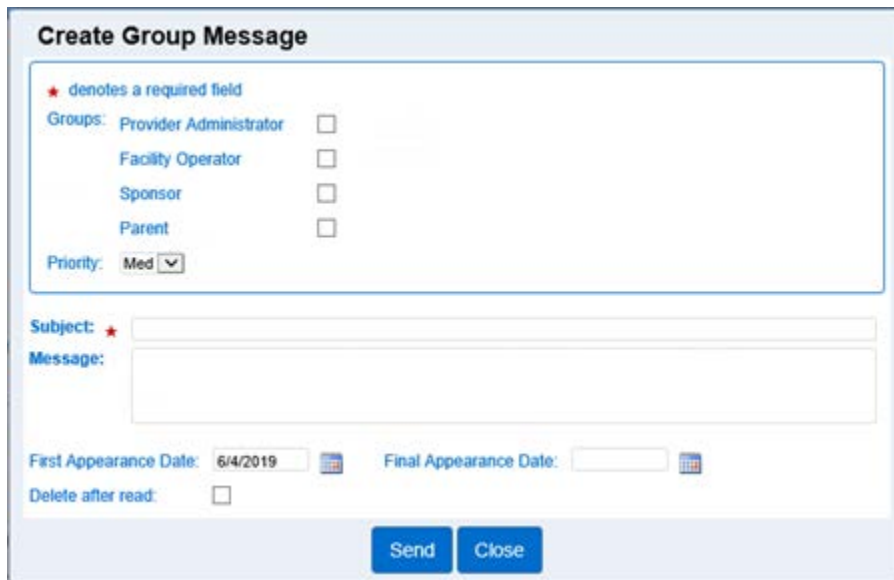
A Click on the **Message Center** icon.

B To create a new message, press **New**.

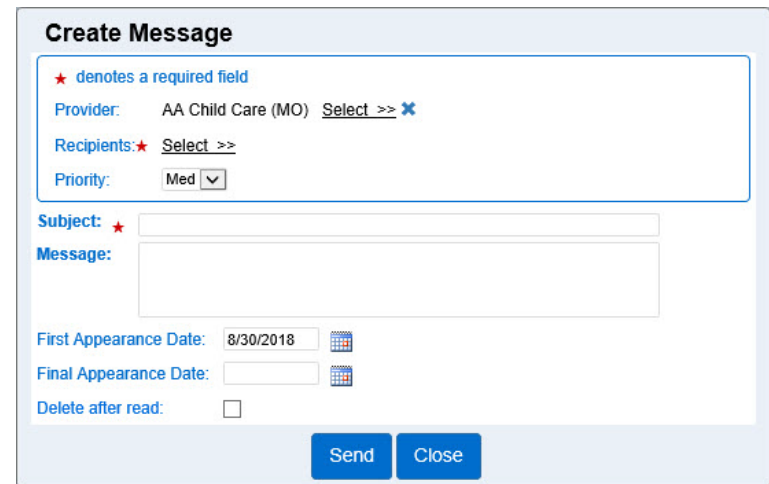You can also click on the ➕ to the right of the Navigation Bar to create a new message.

C Click to select whether you would like this message to be a *Group Message* or an *Individual Message*.

If selecting a *Group Message*:

Click on the appropriate checkbox(es) to select the recipients of this message.

If selecting an *Individual Message*:

D Click *Select >>* to add recipients for the message. Press the *Priority* drop down to select the importance of the message. Enter the *Subject* and the message in the appropriate fields.

In the *First Appearance Date* field enter the date, or use the Calendar button to select, when the message will first appear in the list of *Received* messages.

In the *Final Appearance Date* field enter the date, or use the Calendar button to select, when the message will last appear in the list of *Received* messages.

Click on the *Delete after read* check box to indicate that the message will be removed as soon as the recipient reads it, and will no longer appear in the list of *Received* messages.

E Once you finish writing your message, press **Send**.