Send IM

Last Modified on 09/22/2021 3:43 pm EDT
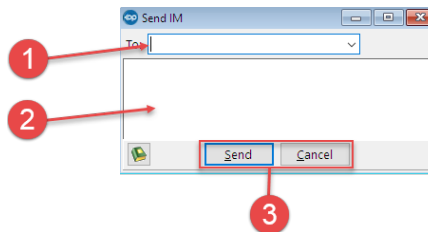
Version 14.19

> This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Send IM

> **Path: Main Navigation Panel > Instant button > New IM button**
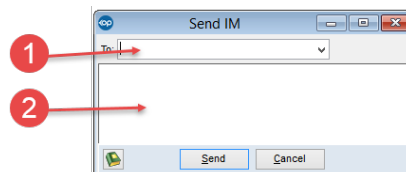
The Send IM window sends an instant message.

Send IM Map

Number	Section	Description
1	To	The To drop-down menu opens the Staff Name Lookup table. Select the staff member that will receive the message.
2	Message body	The Message body field composes the message. You can use the Phrase Construction function to assist in the creation of the message.
3	Send/Cancel	Use **Send** to send the IM or **Cancel** to cancel the IM.

Version 14.10

About Send IM

> **Path: Smart Toolbar > IM button > New IM button**

The Send IM window sends an instant message.

Send IM Map

Number	Section	Description

1	To	The To dropdown opens the Staff Name Lookup table. Select the staff member that will receive the message.
2	Message body	The Message body field composes the message. You can use the Phrase Construction function to assist in the creation of the message.
3	Send/Cancel	Use Send to send the IM or Cancel to cancel the IM.