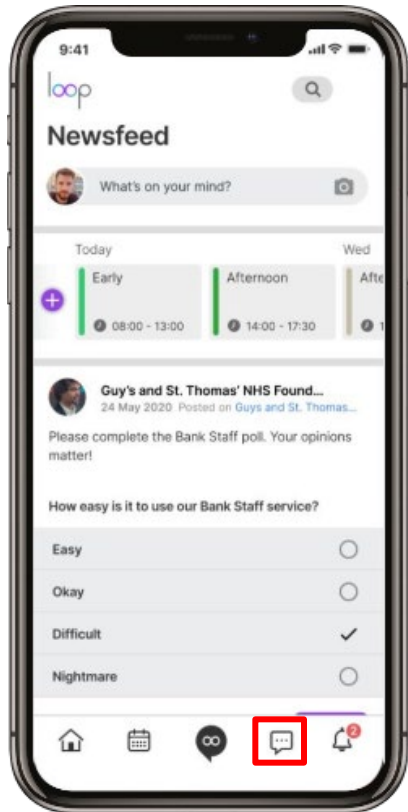# Loop – Creating Messages to one person
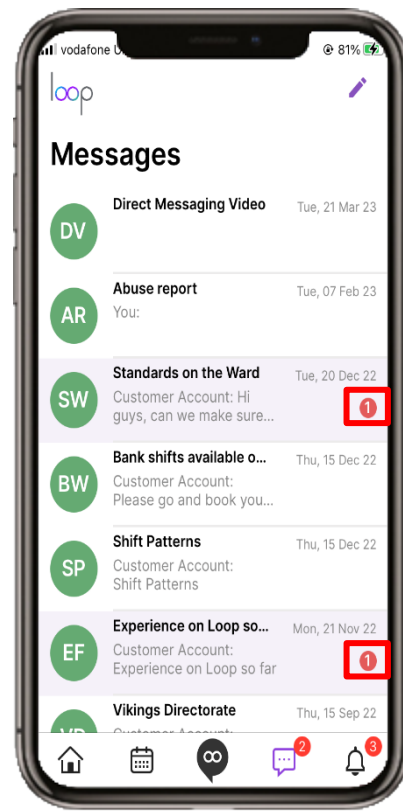
1

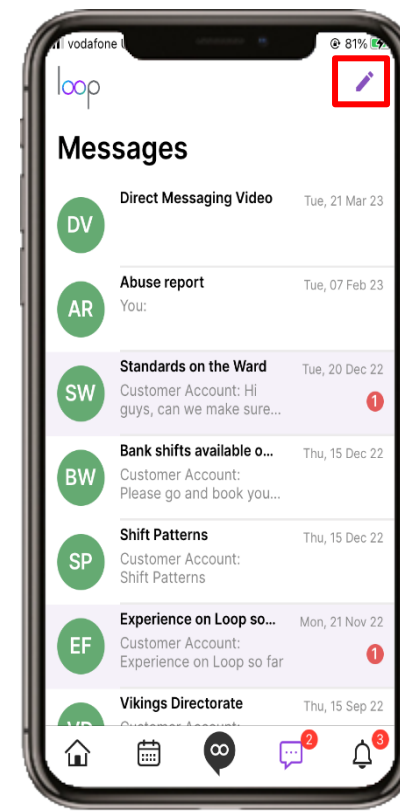Select the **Message icon** at the bottom of the screen.

2

The Messages page will be displayed and here you can see the **number** of **unread messages** to the right of the person
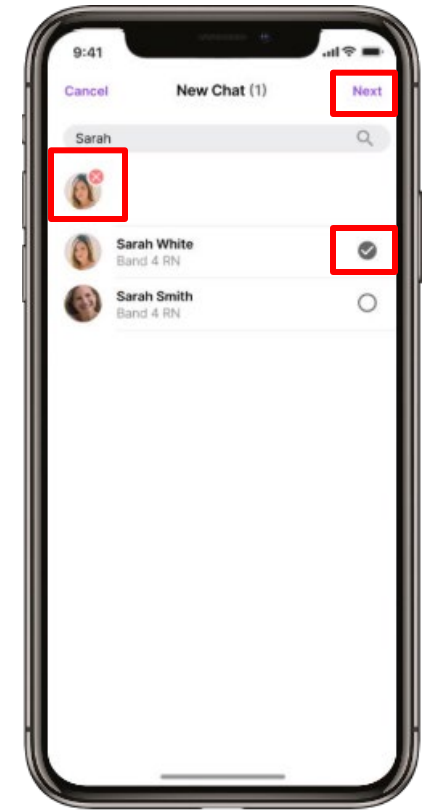
3

Select the **Pencil** to create a **New Message**

4

Type the **person's name** to find them or scroll through the list. **Select** the **circle** to the right of the person you wish to message. They will appear in the top. Select **Next**
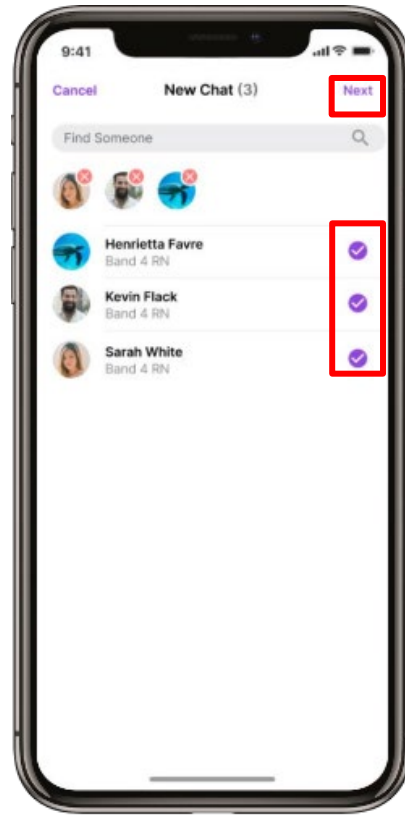
Loop – Creating Messages to multiple people

5

You can view the **person** you are sending a message to at the top of the screen. Type your message below.

6

You can message multiple people at the same time by selecting more than one person. Follow Steps 1 to 4. Select **Next**

7

You will be prompted to enter a **Group Chat Name**. Select **Next**

8

You can **view the group names** you are sending a message to at the top of the screen. **Type your message** below.
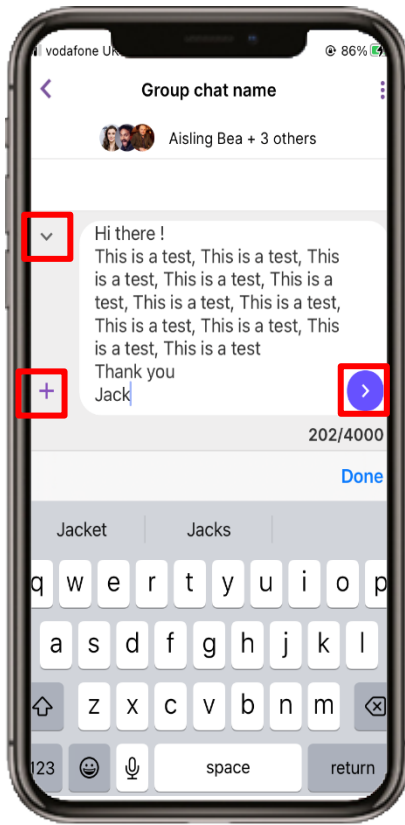
Loop – Creating Messages

9

The Arrow Icon at the left-hand side of the messages lets you **expand** and **collapse**.
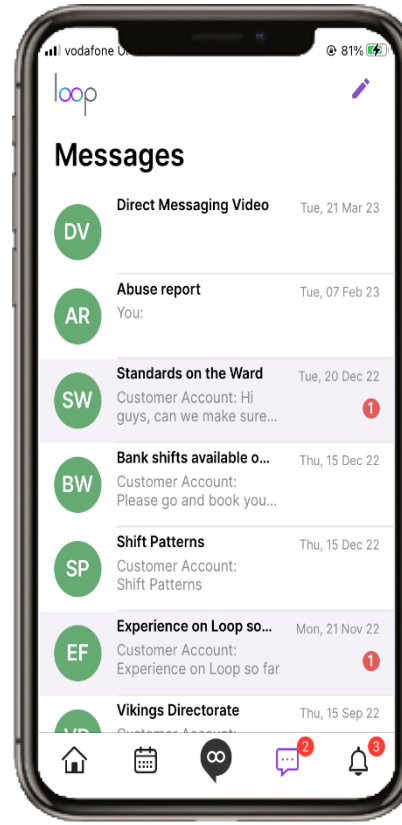The Plus Icon allows you to **attach or take a photo**.
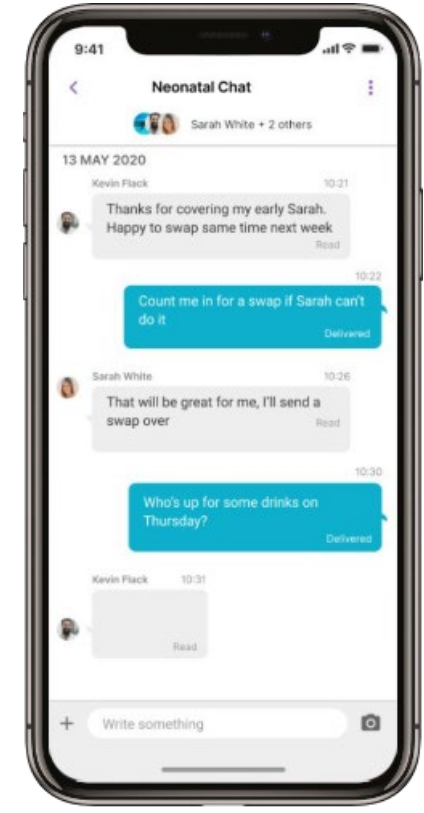When the message is expanded, the **Send Button** will show as a purple circle with a white arrow head.

10

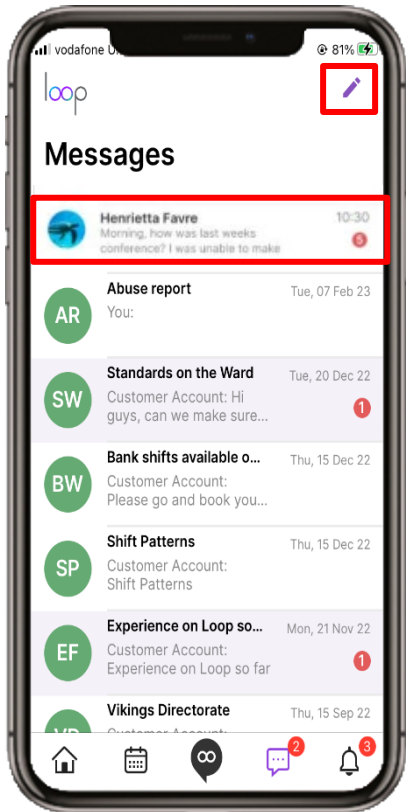Once the message is sent, you will return to the **Messages** screen

11

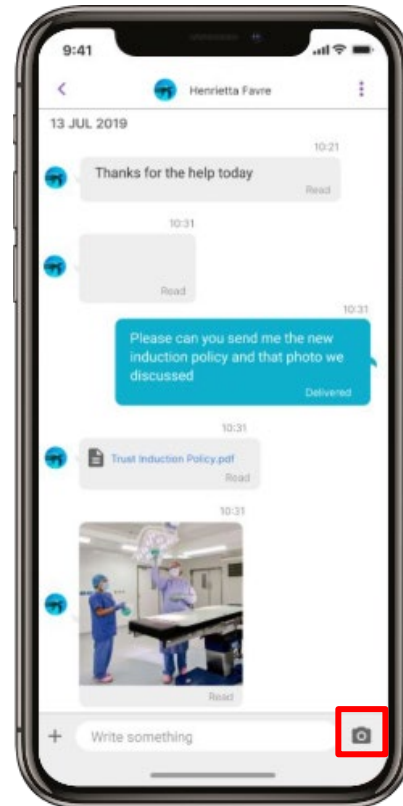To **view the Message feed,** select the **person/group** you sent to.
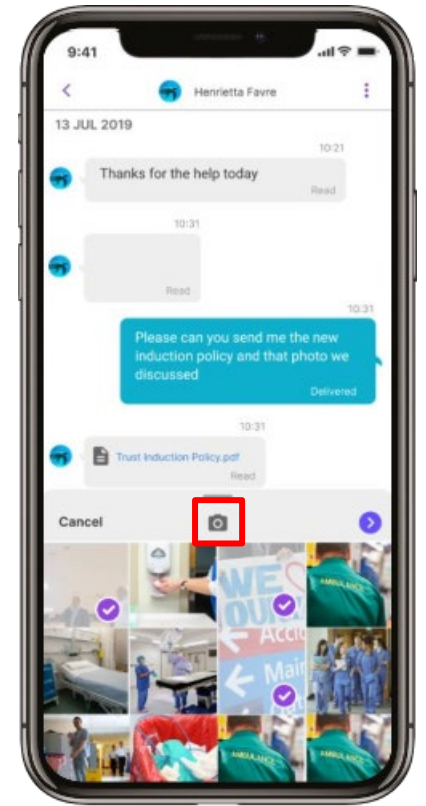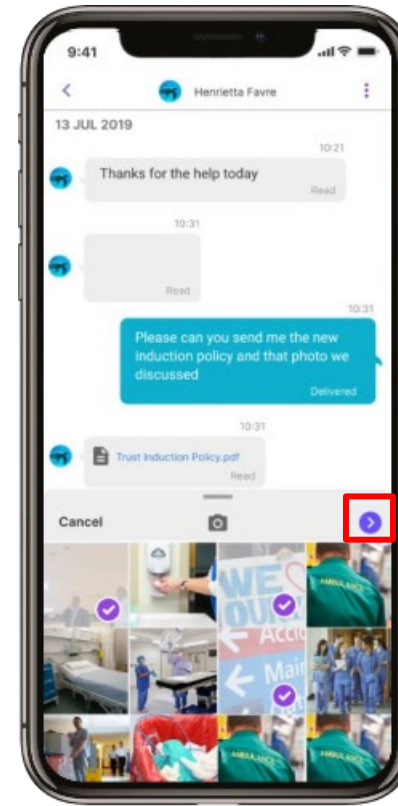
Loop – Adding Photos to Messages

1

Select the **Pencil** to create a **New Message** or select the message you wish to **reply to**

2

Select the **Camera** icon to the right of **Write something**

3

Select the **photos(s)** and select the **purple arrow** to confirm.

4

If you prefer to take a photo rather than use one from the gallery then select the **Camera** icon

Loop – Adding Photos to Messages

5

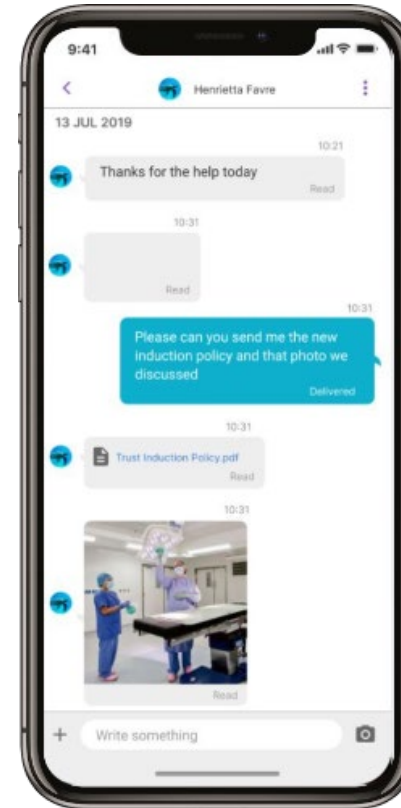Take the photo as you normally would

6

Select **Done** to use the photo or select the **X** to cancel and take another one. **Send** the message as normal.

7

To **view a photo** in a message, simply select the photo from the messages screen.
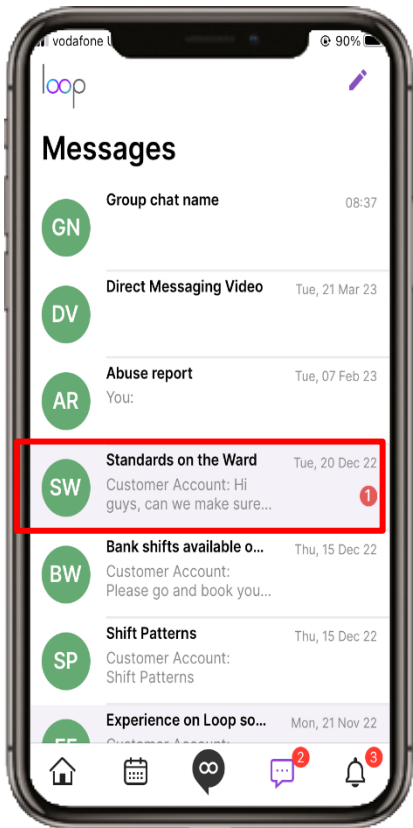
8

The photo will enlarge and be viewed on another screen. Select the **arrow head** in the top left to **return** to the previous screen (message).
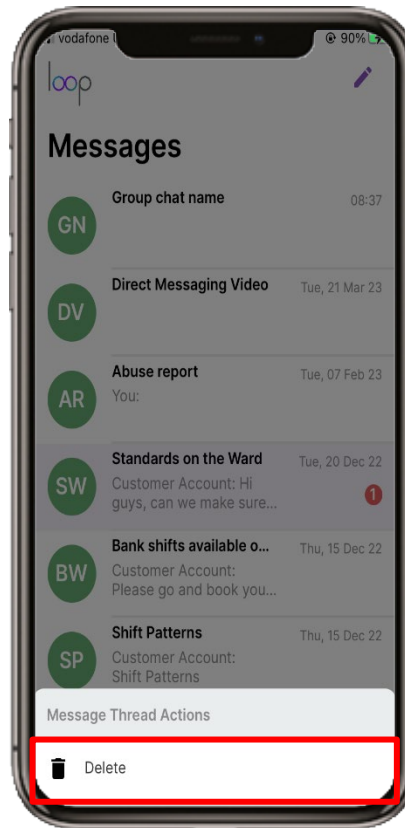
Loop – Remove Messages

1

To **remove** a message thread, **hold** the message you want to delete

2

A pop-up screen appears with Message Thread Actions, press **delete**

3

To confirm the deletion of this thread, press **delete** or alternatively press **cancel**

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