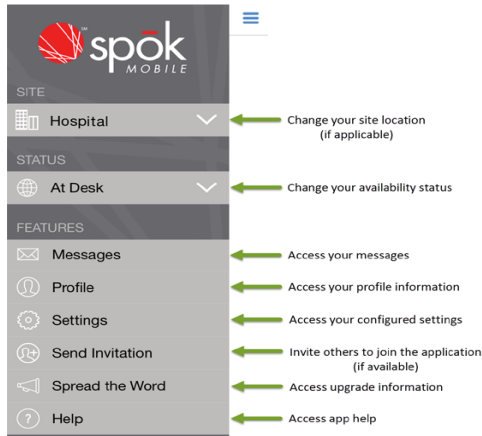






Navigating the Application







Sending Messages
















- In **Messages**, tap **Compose** .
- Add recipients by searching for a name or by using your recent contacts.
 - Use **Message Templates** by tapping . Tap to choose desired template
- To attach pictures or videos, tap **Attach**  and browse to the desired attachment.
- In the **Compose Message** field, add desired message text and/or edit message template text
- To send the completed message, tap **Send** .

Responding to Messages

Respond to a received Spok Mobile message in one of the following ways:

- Accept:**  indicates that you received the message and you accept the message's content.
- Decline:**  indicates that you received the message, but you do not accept the message's content.
- Reply:**  indicates that you received the message and are responding or replying to the message's content.
- Call Back:** When a phone number is included in the text of an incoming message, tap  to initiate a phone call using your device's phone feature or using a VoIP connection.

Commonly Used Icons

Icons that Identify Information	
	Identifies recent contacts.
	Identifies secure devices.
	Indicates high priority message.
	Indicates low priority message.
	Acknowledges receipt of incoming message and acceptance of message's content.
	Acknowledges receipt of incoming message but you do not accept the message's content.
Action Button Icons	
	Allows you to view your list of recent contacts
	Compose a new message.
	Attach pictures or videos to a message.
	Use a message template to compose a message.
	Send a message or reply.
	Access the drawer menu pop-out.
	Initiate a phone call to a phone number that is included in a message.
	Forward a message.
	Save a template or profile.