
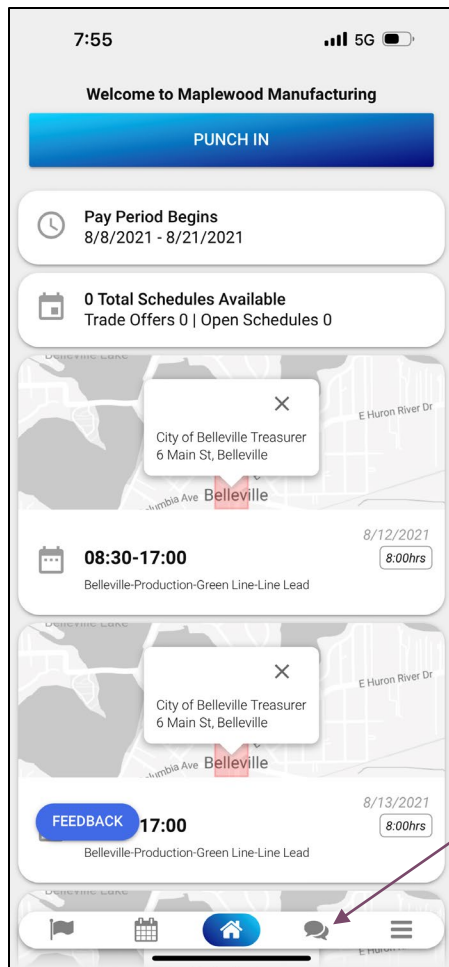




# MAM: Messaging Coworkers and Supervisors

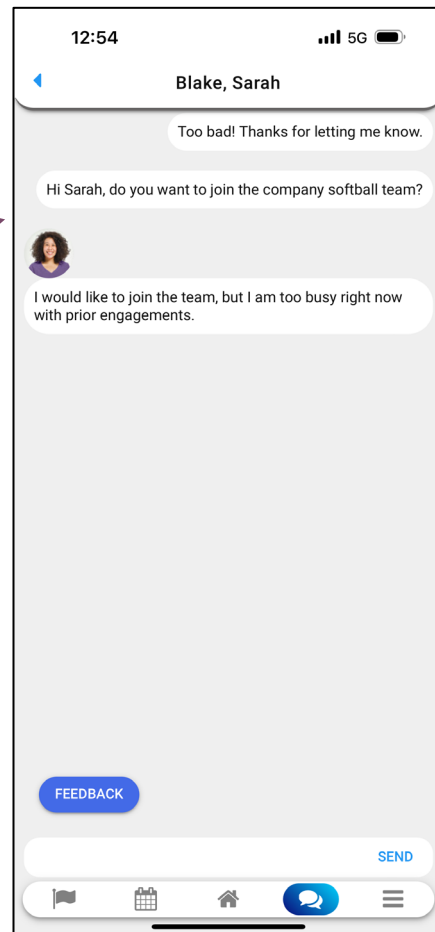
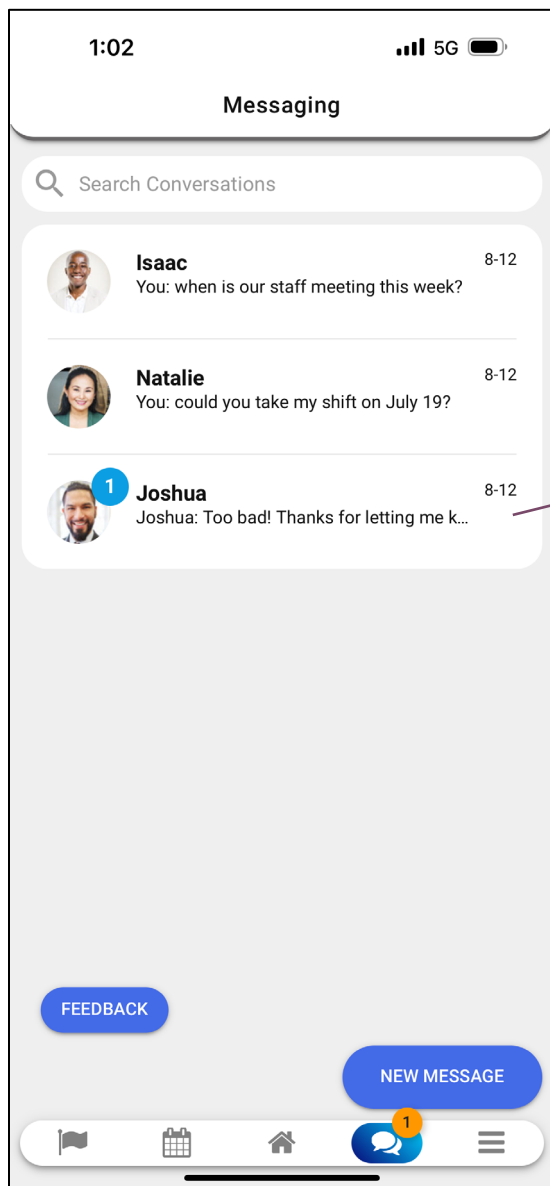
The messaging feature in My Attendance Manager (MAM) lets you communicate in real time with your coworkers and supervisors. To access the messaging feature, tap the messaging button  in the home screen.



If you have a new incoming message; a yellow number badge will be displayed over the messaging button. The badge number indicates how many new messages you have waiting.

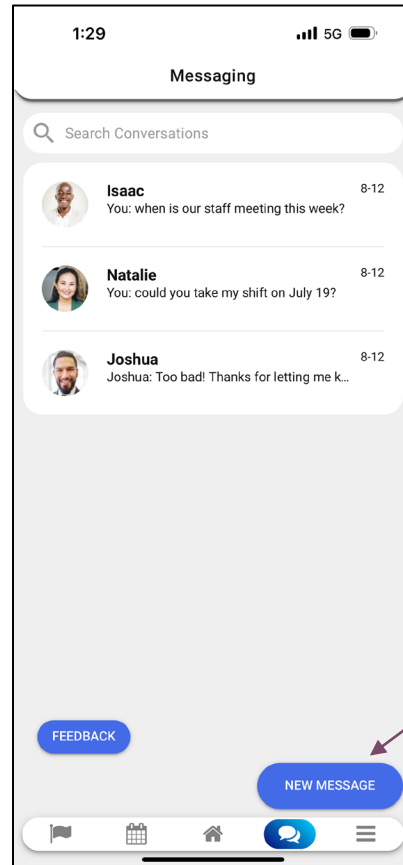
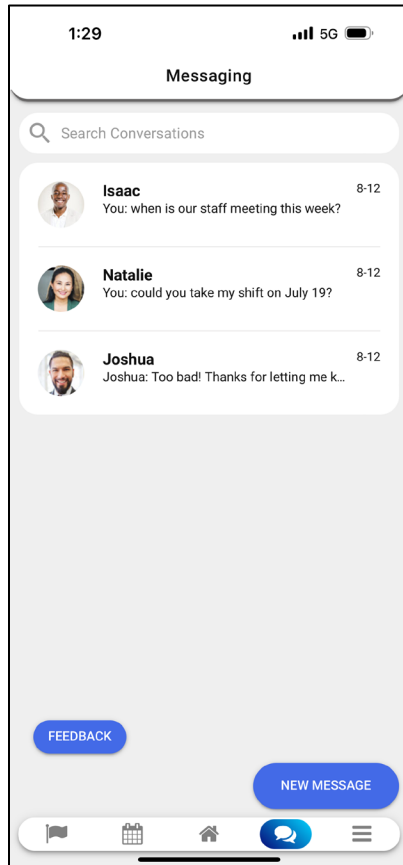


In the Messaging screen, the messages you have received and sent are listed in tiles that can be tapped to view the message history. New messages will have a blue badge with the number of messages you have received from that person.



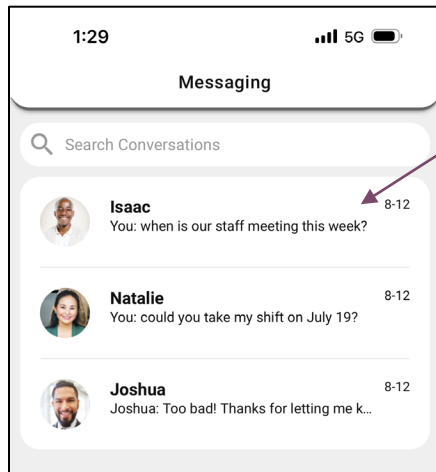
# Sending Messages

To send a message to a coworker or supervisor, tap the employee's tile if you have previously messaged the employee or tap the New Message button in the Messaging screen if you have not previously messaged the employee.

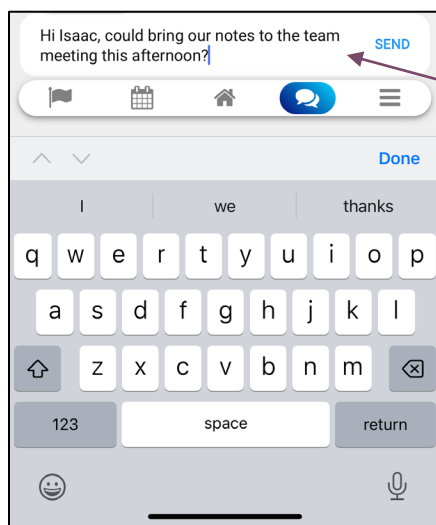


# Message to Existing Contact

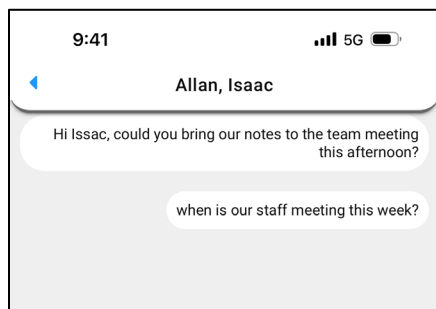
If you want to send a message to a coworker you have previously messaged or a coworker who has messaged you, tap that person's tile in the Messaging screen.



Type your message in the Send field and tap **Send**.

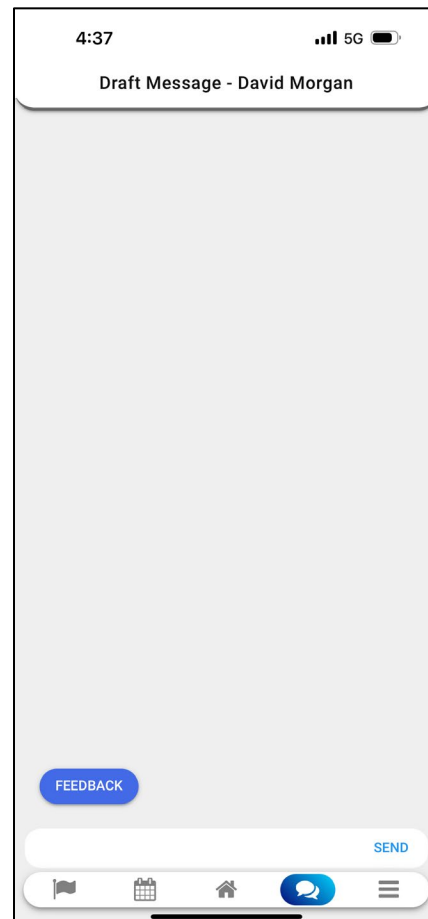
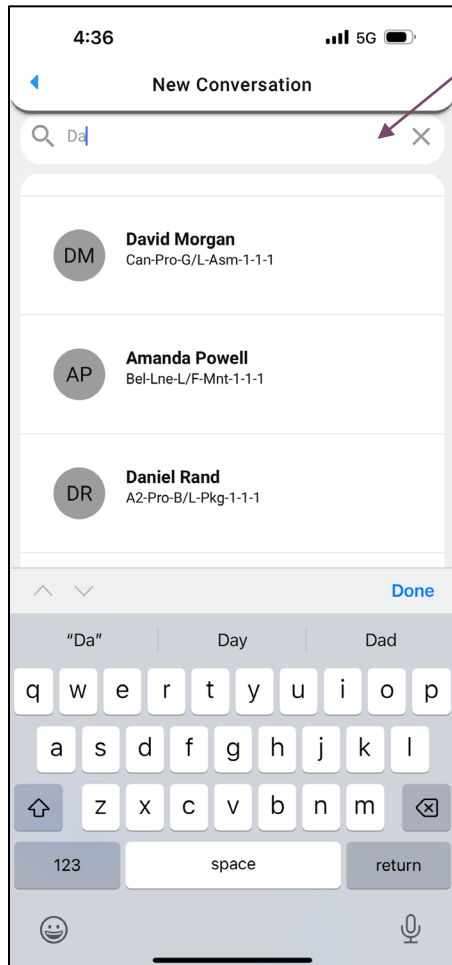


You can view your message history by tapping the coworker's tile in the Messaging screen.

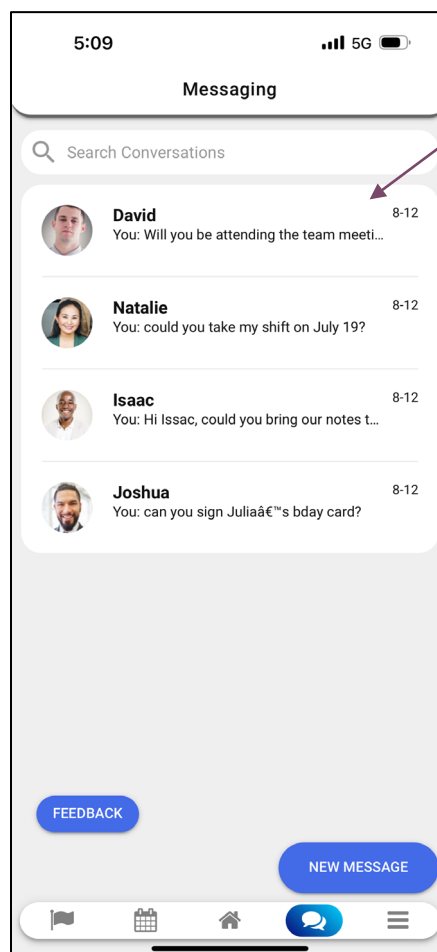
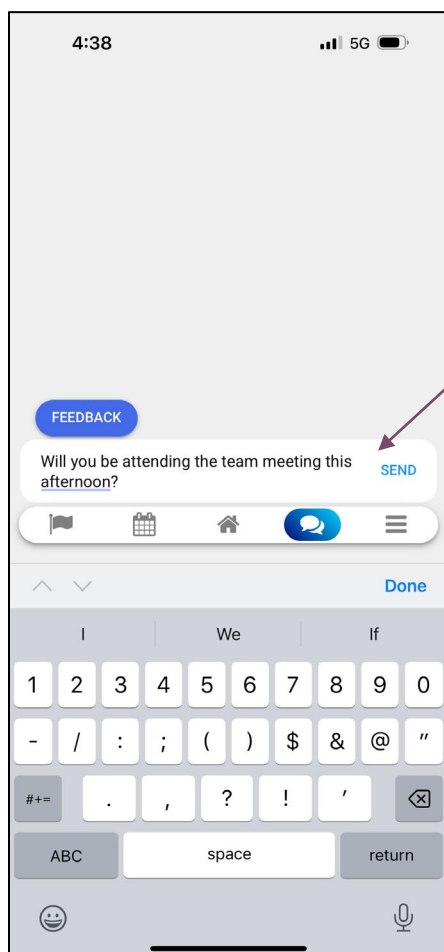


# New Message

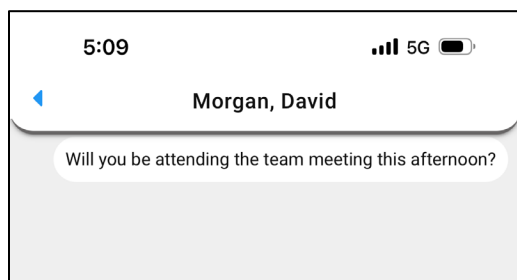
When sending a message to a coworker you not messaged before, locate the coworker using the search bar in the New Conversation screen. Type all or part of the coworker's name in the search window. When you have located the coworker's tile, tap it to open the dialog screen for messaging.



Type your message in the field at the bottom of the Draft Message screen and tap **Send**. After you send the message, a new tile for the employee will be added to your Messaging screen.



You can view sent messages by tapping the employee tile in the Messaging screen.



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