miSecureMessages
Apple App User Guide

Product Overview

The miSecureMessages Apple app provides secure messaging and paging services for iPhone, iPad, and iPod Touch devices using Amtelco's miSecureMessages service. The miSecureMessages Apple app receives notification of secure messages sent from the miSecureMessages Web Service via the Apple Push Notification Service. You can view and respond to messages and can initiate messages to other miSecureMessages users within your company or organization.

When you receive a message notification, you can tap the notification to display the message in the miSecureMessages app using Secure Socket Layer (SSL) encryption. Displaying the message sends a read receipt to the web service. You can select from a list of pre-defined reply messages or can enter a custom reply. This version of the app includes an option to attach images, videos, and sound recordings. Replies are sent securely back to the web service.

Requirements

- Apple iOS 10 or later
- Business Use data plan
- An Account ID or e-mail invitation from your miSecureMessages provider

Optional

- Apple Watch Series 3 or later
- Apple watchOS 5.0 or later

Email Registration

Depending on how your miSecureMessages account is configured, you may be required to use Email Registration, Self Registration, or Admin Registration.

If you received an e-mail invitation to register for the miSecureMessages app, follow these steps for Email Registration.

Open the e-mail invitation on the Apple iOS device that you will use to access your secure messages.

Tap the registration link in the e-mail invitation to begin the registration process.

- If the miSecureMessages app is not installed on the device, the link launches a web page with registration instructions and on-screen buttons for downloading the iOS app and the Android app.

  Tap the **GET THE APP** button under the iOS category to navigate to the miSecureMessages app in the Apple App Store. If the prompt "Open in 'App Store'?" is displayed, tap **Open**.

  Download the miSecureMessages app.

  After the app is downloaded, return to the e-mail invitation. Tap the link in the e-mail invitation again.

- If the miSecureMessages app is installed on the device, the miSecureMessages app opens to the Email Registration page.

Notifications

When the miSecureMessages app is opened for the first time, a dialog box is displayed requesting permission to display notifications on your device. This permission is required in order to provide visual and audio notification when new secure messages are received.

Tap **Allow**.

Note: The notification settings for the miSecureMessages app can be adjusted in your device's Settings app. More information about notification settings is provided at the end of this document.
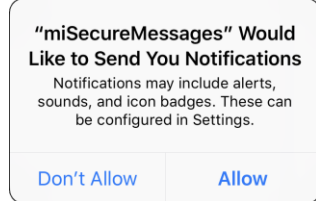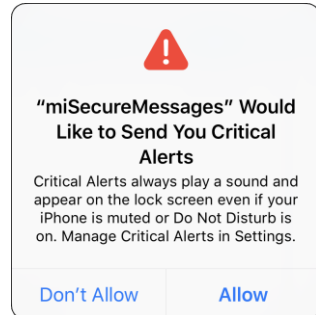
Critical Alerts

If you are using Apple iOS 12 or later, when the miSecureMessages app is opened for the first time a dialog box is displayed requesting permission to send Critical Alerts to your device. Critical Alerts are an optional feature that overrides the silent and do not disturb settings on your device whenever a high priority secure message is received.

- If you want high priority alerts to override the Silent and Do Not Disturb modes on your device, tap **Allow**.

- If you do not want any alerts to override the Silent and Do Not Disturb modes on your device, tap **Don't Allow**.

Note: The Critical Alerts feature requires miSecureMessages Service version 6.7 or later. If you enable Critical Alerts, the feature will begin functioning when your miSecureMessages Service is upgraded to version 6.7 or later.

Storage Option

When the miSecureMessages app is opened for the first time, a Storage Option dialog box is displayed.

The new Contact Images feature and the optional Attachments feature both use storage space on your device to hold attachments and images while they are in use. You can control the app's maximum cache size by changing the storage options for the app.

- To change to storage options for the miSecureMessages app, tap **Go to Settings**.

- To use the default cache size of 200 MB, tap **No Thanks**.

If you tap **Go to Settings**, the miSecureMessages App Settings page is displayed.
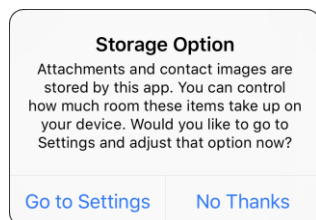
Tap **Cache Size**.

The Cache Size page is displayed.

Tap the maximum cache size that you want to use.

Tap the Back arrow (**<**) to return to the miSecureMessages App Settings page.

Press the Home button to return to your desktop.

Tap the miSecureMessages icon to return to the miSecureMessages app.

Email Registration

The Email Registration Screen is used to configure a password and passcode for your miSecureMessages account. Your miSecureMessages username is displayed at the top of the screen.

Password

Choose a password to identify you when connecting to the miSecureMessages Web Service. For information on password restrictions, tap the Information icon. ⓘ Tap **Return** to return to the User Registration Screen.

Keep your password a secret so that no one else can connect to the miSecureMessages Web Service in your name.

Passcode

If the Passcode field is displayed, a passcode is required. The passcode is a security feature that requires a code to be entered each time you open the miSecureMessages app or change accounts. For information on passcode restrictions, tap the Information icon. ⓘ Tap **Return** to return to the User Registration Screen.

If the Passcode field is displayed, enter the passcode that you want to use to unlock the miSecureMessages app each time you open the app or change accounts.

Show Typing

The Show Typing setting makes the text in the Password and Passcode fields visible on the screen. If you need to display the password and passcode text, make sure that no one can observe your screen and then tap the Show Typing check box.

Tap **Login**.

If there was a problem registering your user information, a Register Error message is displayed. If the Register Error message is displayed, contact your miSecureMessages provider.

After the user information has been registered successfully, the miSecureMessages app is ready to receive messages.
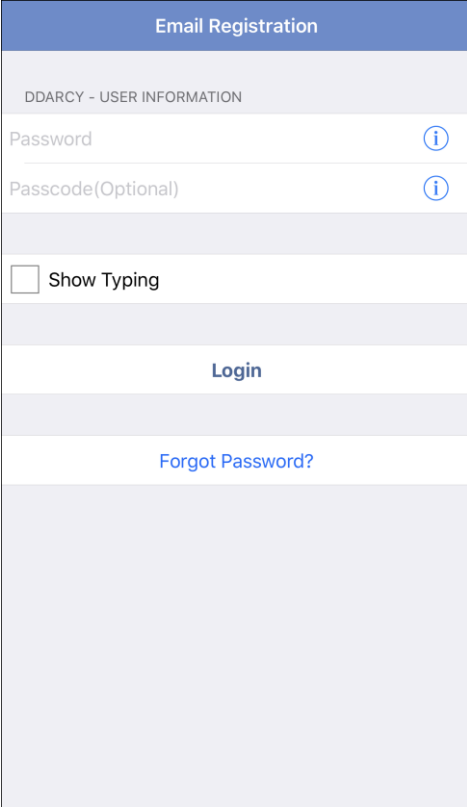
Self Registration

If you received an Account ID for miSecureMessages, follow these steps for Self Registration.

Open the App Store app on the Apple iOS device that you will use to access your secure messages. Search for "miSecureMessages."

Download the miSecureMessages app.

Note: To eliminate middle steps, which potentially could cause technical errors, please download the app from the App Store that is built into your mobile device rather than downloading the app from your person computer's iTunes program and then syncing to the mobile device.

After the miSecureMessages app has finished downloading, open the app.

If an error should occur while attempting to open the miSecureMessages app for the first time, please delete the app from both your device as well as your iTunes account. Then, re-download the app (directly from your mobile device's App Store again if possible).
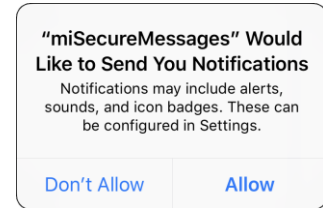
The miSecureMessages app opens to the Account Registration page.

Notifications

When the miSecureMessages app is opened for the first time, a dialog box is displayed requesting permission to display notifications on your device. This permission is required in order to provide visual and audio notification when new secure messages are received.

> **"miSecureMessages" Would Like to Send You Notifications**
> Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.
>
> Don't Allow   **Allow**

Tap **Allow**.

Note: The notification settings for the miSecureMessages app can be adjusted in your device's Settings app. More information about notification settings is provided at the end of this document.
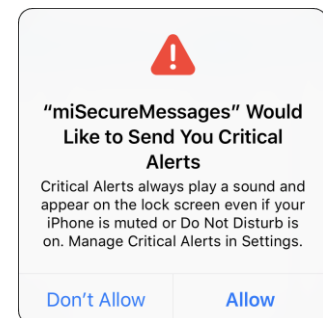
Critical Alerts

If you are using Apple iOS 12 or later, when the miSecureMessages app is opened for the first time a dialog box is displayed requesting permission to send Critical Alerts to your device. Critical Alerts are an optional feature that overrides the silent and do not disturb settings on your device whenever a high priority secure message is received.

> ⚠️
> **"miSecureMessages" Would Like to Send You Critical Alerts**
> Critical Alerts always play a sound and appear on the lock screen even if your iPhone is muted or Do Not Disturb is on. Manage Critical Alerts in Settings.
>
> Don't Allow   **Allow**

- If you want high priority alerts to override the Silent and Do Not Disturb modes on your device, tap **Allow**.

- If you do not want any alerts to override the Silent and Do Not Disturb modes on your device, tap **Don't Allow**.

Note: The Critical Alerts feature requires miSecureMessages Service version 6.7 or later. If you enable Critical Alerts, the feature will begin functioning when your miSecureMessages Service is upgraded to version 6.7 or later.

Storage Option

When the miSecureMessages app is opened for the first time, a Storage Option dialog box is displayed.

> **Storage Option**
> Attachments and contact images are stored by this app. You can control how much room these items take up on your device. Would you like to go to Settings and adjust that option now?
>
> Go to Settings   No Thanks

The new Contact Images feature and the optional Attachments feature both use storage space on your device to hold attachments and images while they are in use. You can control the app's maximum cache size by changing the storage options for the app.

- To change to storage options for the miSecureMessages app, tap **Go to Settings**.

- To use the default cache size of 200 MB, tap **No Thanks**.

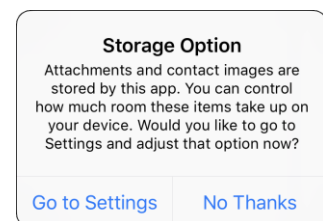If you tap **Go to Settings**, the miSecureMessages App Settings page is displayed.

Tap **Cache Size**.

The Cache Size page is displayed.

Tap the maximum cache size that you want to use.

Tap the Back arrow (**<**) to return to the miSecureMessages App Settings page.

Press the Home button to return to your desktop.

Tap the miSecureMessages icon to return to the miSecureMessages app.

Account Registration

The Account Registration Screen is used to register the app using Self Registration.

The miSecureMessages app must be registered in order to be used. Contact the company or organization that is hosting your miSecureMessages Web Service to obtain your Account ID.

Enter Account ID

Enter your miSecureMessages Account ID as specified by your miSecureMessages provider.

Tap **Submit**.

- If the miSecureMessages Account ID was entered successfully, the miSecureMessages Welcome Screen is displayed.

- If the Account ID was not entered successfully, an "Invalid Account" message is displayed.

If the "Invalid Account" message appears, tap **OK** to return to the Account Registration Screen. Try reentering your miSecureMessages Account ID.
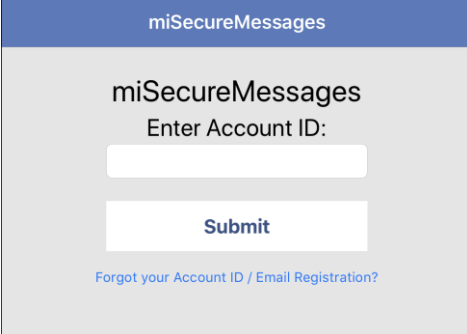
If the message is displayed again, contact your miSecureMessages provider to verify that you have the correct Account ID.

Note: You can register additional accounts through the Manage Accounts Screen.

Welcome Screen

The miSecureMessages Welcome Screen is displayed after an Account ID is successfully entered. There are two buttons at the bottom of the Welcome Screen.

- If you already have a miSecureMessages username and password, tap **Login**. The Login Screen is displayed.

- If the company or organization that is hosting your miSecureMessages Web Service did not provide a username and password, tap **Create Account**. The User Registration Screen is displayed.
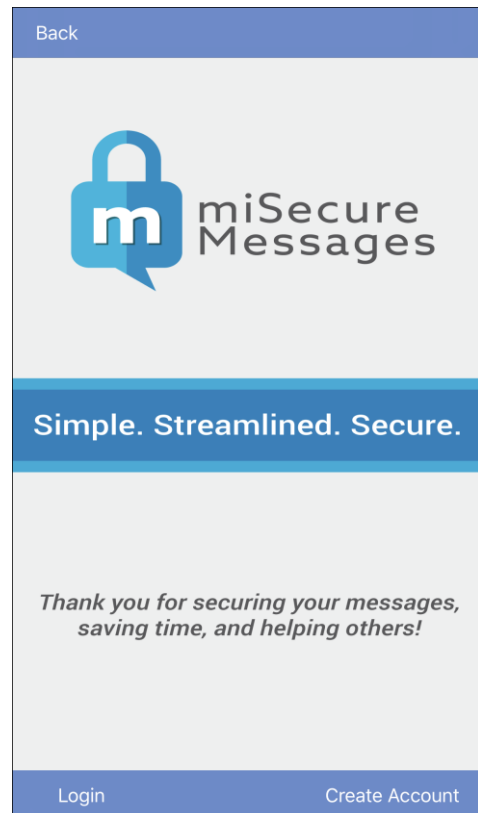
Login

The Login Screen is used to log into the miSecureMessages web service to begin receiving secure messages.

Username

If the company or organization that is hosting your miSecureMessages Web Service has provided a miSecureMessages username, enter it here.

Password

If the company or organization that is hosting your miSecureMessages Web Service has provided a miSecureMessages password, enter it here.

Keep your password a secret so that no one else can connect to the miSecureMessages Web Service in your name.

Show Password

The Show Password setting makes the text in the Password field visible on the screen. If you need to display the password text, make sure that no one can observe your screen and then tap the Show Password check box.

Tap **Login**.

- If the username and password were found, the Messages Screen or the Enter Passcode Screen is displayed.

- If the username or password was not found, a "Login Failed" message is displayed.

If the "Login Failed" message appears, tap **OK** to return to the Login Screen. Check your username and password and try entering them again. If you are still unable to log in, contact your miSecureMessages provider to verify that your username and password have been registered.

User Registration

The User Registration Screen is used to establish a unique identity that distinguishes you from other miSecureMessages users.

Display Name

Enter your name as you wish it to appear in the miSecureMessages Contacts directory and on all of your secure messages. First name and last name are recommended (for example, "John Smith").

Username

Choose a username to identify you when connecting to the miSecureMessages Web Service (for example, "jsmith"). Your username can be up to 50 characters long and must be unique. The use of spaces in a username is not recommended.

Password

Choose a password to identify you when connecting to the miSecureMessages Web Service. For information on password restrictions, tap the Information icon. ⓘ Tap **Return** to return to the User Registration Screen.

Keep your password a secret so that no one else can connect to the miSecureMessages Web Service in your name.

Passcode

If the Passcode field is displayed, a passcode is required. The passcode is a security feature that requires a code to be entered each time you open the miSecureMessages app or change accounts. For information on passcode restrictions, tap the Information icon. ⓘ Tap **Return** to return to the User Registration Screen.

If the Passcode field is displayed, enter the passcode that you want to use to unlock the miSecureMessages app each time you open the app or change accounts.

Show Typing

The Show Typing setting makes the text in the Password and Passcode fields visible on the screen. If you need to display the password and passcode text, make sure that no one can observe your screen and then tap the Show Typing check box.

Tap **Next** or **Register User**.

If there was a problem registering your user information, a Register User Failure message is displayed. If the Register User Failure message is displayed, contact your miSecureMessages provider.

After the user information has been registered successfully, the miSecureMessages app is ready to receive messages.

Enter Passcode

If you set a passcode, the Enter Passcode Screen is displayed each time you open the miSecureMessages app or change accounts.

Enter Passcode

Enter your passcode.

Tap **Done**.

- If you entered your passcode incorrectly, the message "Your passcode was incorrect" is displayed.

- If you entered your passcode correctly, the Messages Screen or the last screen that was open in the miSecureMessages app is displayed.

Note: If you should ever need to change your passcode, tap the Menu icon ☰ to access the Menu Drawer and then tap **User Settings** to display your user settings. Tap **Passcode** and then follow the prompts for changing your passcode. If you forget your passcode, contact your miSecureMessages administrator to reset your passcode.

Admin Registration

If you did not receive an e-mail invitation to register for the miSecureMessages app and did not receive a miSecureMessages Account ID, contact your miSecureMessages administrator to arrange for your device to be registered.

Menu Drawer

The Menu Drawer is used to change accounts, to navigate to the various pages of the miSecureMessages app, and to access user settings and other functions.

Tap the Menu icon ▤ to access the Menu Drawer.

Changing Accounts

The Menu Drawer is divided into sections. The first section lists the name of all of the miSecureMessages accounts that you are registered to use. A checkmark is displayed next to the account that is currently selected.

The number following the account name indicates the number of unread messages in the account at the time that the miSecureMessages App was launched or the last time the message counts were refreshed.

To refresh the message counts, tap **Unread Message Count**. ↻

To switch between miSecureMessages accounts, tap the name of an account.

If the account requires a passcode, the Enter Passcode Screen is displayed.

Enter Passcode

Enter your passcode.

Tap **Done**.

The Messages Screen for the selected account is displayed.

Note: When a message notification arrives for one account while another account is selected, you can tap the message notification to switch quickly to the Messages Screen for that account.

Navigating

The second section of the Menu Drawer lists icons and the names of various screens within the miSecureMessages app.

To display the Messages Screen, tap **Messages**. ✉

To display the Contacts Screen, tap **Contacts**. 👥

To access on-call schedules, tap **OnCall**. 📅

To change your status, tap **Status**. ⚑

Accessing Other Functions

The third section of the Menu Drawer contains links for editing your User Settings, managing your accounts, and accessing the online version of this user guide. The version number of the miSecureMessages app installed on this device also is displayed.

To access or edit your user settings, tap **User Settings**.

To add or delete miSecureMessages accounts, tap **Manage Accounts**.

To display the online version of this user guide, tap **Help**.

To check for app updates, tap the Information icon ⓘ displayed next to the app version number.
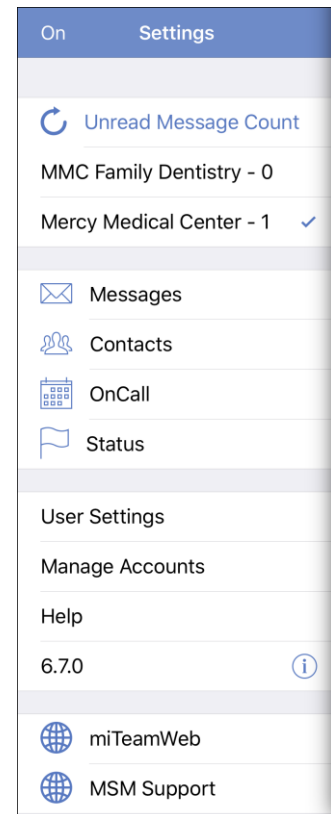
Web Links

Depending on your configuration, there may be one or more Web Link icons ⊕ in the Menu Drawer. These icons represent links to Web pages and Web-based applications.

To open a Web page or Web-based application, tap the corresponding Web Link icon. ⊕

The Web Link will either open in a Web browser window or in the Web Link Screen of the miSecureMessages app.

If the Web Link opens in a Web browser, tap the Back arrow (**<**).in the upper right corner of the screen when you are ready to return to the miSecureMessages app.

If the Web Link opens in the Web Link Screen within the miSecureMessages app, tap the Menu icon ☰ when you are ready to return to the Menu Drawer.

Turning Notifications Off and On

The upper left corner of the Menu Drawer displays the status of miSecureMessages notifications.

- If notifications are turned on, the word "On" is displayed. By default, notifications are turned on.

- If notifications are turned off, the word "Off" is displayed. When notifications are turned off, you will not receive any notification of new messages, and any users who attempt to send a message to you will be notified that you are unavailable.

Note: The notification settings apply to all of your accounts on a single miSecureMessages server. If you have accounts on multiple miSecureMessages servers, you will have to switch to an account on each of those servers and turn notifications off or on.
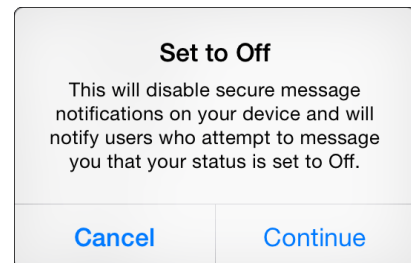
To disable miSecureMessages notifications on the selected account, tap **On**.

A "Set to Off" message is displayed to confirm that you want to turn miSecureMessages notifications off so that you will not receive miSecureMessages notifications on this account.

Tap **Continue** if you are sure you want to turn off miSecureMessages notifications for this account.
 or
Tap **Cancel** if you want to leave miSecureMessages notifications on.

Set to Off

This will disable secure message notifications on your device and will notify users who attempt to message you that your status is set to Off.

| Cancel | Continue |

Note: If you turn your miSecureMessages notifications off, you will not be able to receive miSecureMessages notifications for miSecureMessages accounts on that server. Users who attempt to send you a secure message for accounts on that server will be notified that you are unavailable.

When your miSecureMessages notifications are turned off for the selected account, the word "Off" is displayed in the upper left corner of the Menu Drawer.

To re-enable miSecureMessages notifications for this account, tap **Off**.

The word "On" is displayed in the upper left corner of the Menu Drawer to indicate your miSecureMessages notifications are on.

Note: The notification settings apply to all of your accounts on a single miSecureMessages server. If you have accounts on multiple miSecureMessages servers, you will have to switch to an account on each of those servers and turn notifications off or on.

New Message

To compose a new secure message, tap the Compose icon
in the Messages Screen, Contacts Screen or OnCall Screen.

The New Message Screen is displayed.

To:

If you are composing a message from the Contacts Screen, the
names of the contacts and Contact Circles that you selected are
displayed.
If you are composing a message from the OnCall Screen, the
username of the contact you selected is displayed.
If you are composing a message from the Messages screen, the
To field is blank.

- To add names, begin typing the name of a contact. A
  menu of contact names that begin with the text you
  entered is displayed. Tap a name in the list to add that
  name to the To field.

    OR

  Tap the Add icon ⊕ to select names or Circles from
  the Contacts Screen.

- To remove a name from the To field, select the name
  and then tap the Backspace key.

Subject:

Enter a subject for the message.

High Priority

By default, the message is set to Normal Priority. Tap the switch to change the priority to High Priority.
Tap the switch again to change a High Priority message back to Normal Priority.

Message

Enter the body of your secure message in the Message field.

Actions

Tap the Action icon ⬆ to access Quick Phrases or to use the optional Attachments feature to attach a
photos, video, or audio recording to your message.

If the Attachments feature is not enabled, the Quick Phrases
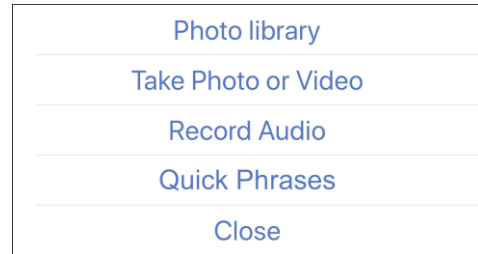menu is displayed.

- Tap the phrase that you want to insert into your
  message.

  The phrase is displayed in the Message field.

- To exit the Quick Phrases menu without inserting a
  phrase, tap **Cancel**.
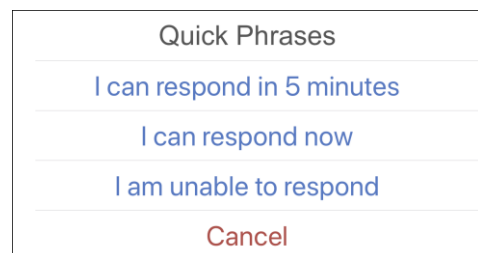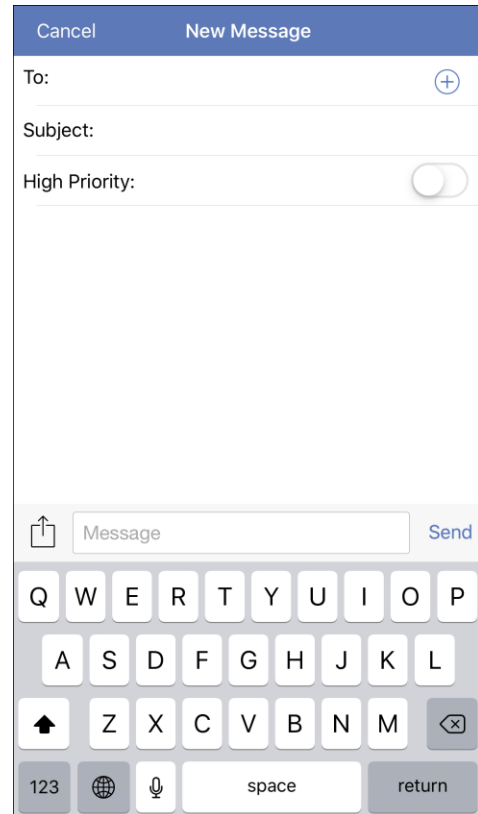
If the Attachments feature is enabled, the Action menu is
displayed.

> Photo library
>
> Take Photo or Video
>
> Record Audio
>
> Quick Phrases
>
> Close

- To attach an image from your device's photo library,
  tap **Photo Library**.

  If you have not granted the miSecureMessages app
  access to your photos, a dialog box appears asking for
  permission. Tap **OK** if you want to allow the
  miSecureMessages app to access your photo library so that you can attach photos and videos to
  your messages.

  Select the photo or video that you want to attach and then tap **Choose**.

  A thumbnail view of the photo or video is displayed in the Message field.

- To take a new photo or video to attach to your message, tap **Take Photo or Video**.

  If you have not granted the miSecureMessages app access to your camera, a dialog box appears
  asking for permission. Tap **OK** if you want to allow the miSecureMessages app to access your
  camera so that you can attach photos and videos to your messages.

  Select **Photo** to take a photo or select **Video** to take a video.

  If you are not satisfied with the photo or video, tap **Retake** to discard it.

  After taking a photo or video, tap **Use Photo** or **Use Video** to attach it to the message.

  A thumbnail view of the photo or video is displayed in the Message field.

- To record audio to attach to your message, tap **Record Audio**.

  If you have not granted the miSecureMessages app access to your microphone, a dialog box
  appears asking for permission. Tap **OK** if you want to allow the miSecureMessages app to access
  your microphone so that you can attach audio to your messages.

  Tap **Record** to begin recording

  Tap **Stop recording** to finished recording.

  Tap **Play/Stop** to listen to the recording or to pause playback of the recording.

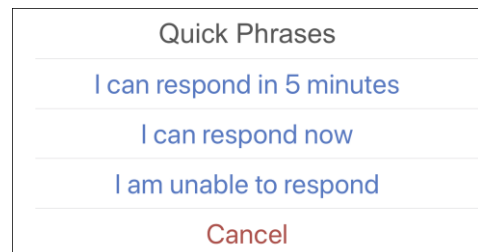 Tap **Add to Message** to attach the recording to the message.

  A visual representation of the recording is displayed in the Message field.

- To add a Quick Phrases to your message, tap **Quick
  Phrases**.

  > Quick Phrases
  >
  > I can respond in 5 minutes
  >
  > I can respond now
  >
  > I am unable to respond
  >
  > Cancel

  The Quick Phrases menu is displayed.

  Tap the phrase that you want to insert into your
  message.

  The phrase is displayed in the Message field.

- To close the Action menu without selecting an action, tap **Close**.

Send

When you have finished composing your message, tap **Send** to transmit the message.
   OR
To discard your message, tap **Cancel**.

Messages

The Messages Screen displays secure messages sent by you and secure messages sent to you.

To display the Messages Screen, tap the Menu icon ☰ to access the Menu Drawer and then tap **Messages**. ✉

- If the miSecureMessages app is running on an iPad, the Messages Screen is divided into a Threads View on the left and a Messages View on the right.

- If the miSecureMessages app is running on an iPhone or an iPod Touch, you can switch between the Threads View and the Messages View.

Threads View

The Threads View groups replies to a message with the original message. Each message and its replies are called a message thread. Messages that do not have replies are listed individually in the Threads View.

For each message thread, the Threads View displays the names of all of the senders and recipients of the messages in that thread. Below the names, the subject of the message thread is displayed. Below the subject, the first characters of the most recent message in the thread are displayed.

The time or day that the thread's most recent message was sent is displayed on the right side of the Threads View.

- Threads containing unread messages are marked with a blue dot. ●

- High priority messages are marked with an exclamation mark in a red circle. ❗

- Threads containing an attachment are marked with a paper clip icon. 📎

Flick the Threads View to scroll up or down.

New messages are pushed to the device and update the Threads View automatically, but you can also manually refresh the Threads View. To refresh the Threads View, drag down and then release.

To display the messages in a thread, tap a thread in the Threads View. The messages contained in the thread are displayed in the Messages View.

To compose a new secure message, tap the Compose icon 🖊 in the Threads View.

The New Message Screen is displayed.

Follow the instructions provided in this document under the topic "New Message."

When you have finished selecting contacts, tap **Send**.
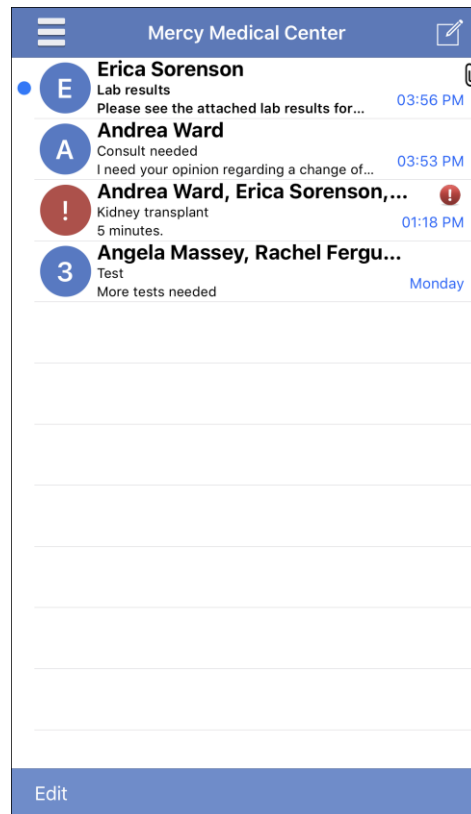
Deleting Threads

To delete individual message threads, swipe left and then tap
Delete.

To delete multiple threads, tap **Edit** at the bottom of the
Threads View.

Option buttons are displayed to the left of each thread.

Tap the option button next to each thread that you want to
delete. A check mark is displayed next to each thread that you
select.
    OR
Tap **Select All** to select all threads.

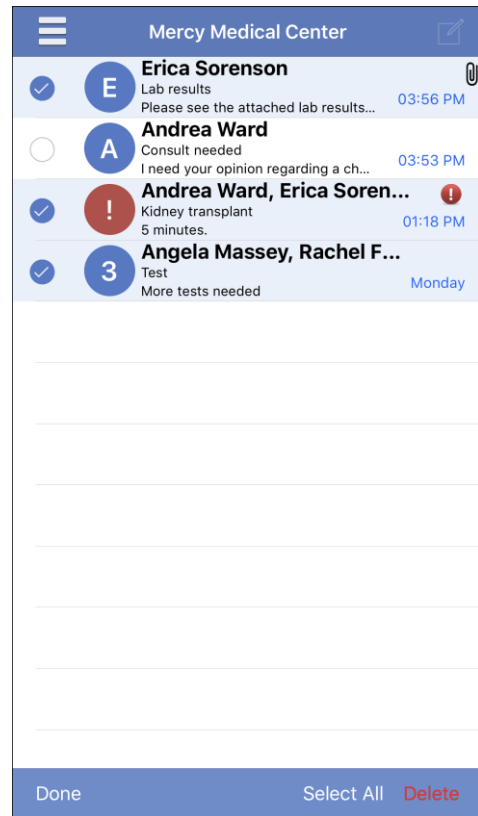When there is a check mark next to each thread that you
want to delete, tap **Delete**.

A Delete Thread dialog box is displayed.

To cancel the delete request, tap **Cancel**.
    OR
If you are certain you want to delete the selected message
threads, tap **Confirm**.

The selected threads are removed from your Messages
Screen.

Note: Message threads deleted from your Messages Screen may still be stored on the server from which
the message thread originated and accessed by other users who were included in the thread.

Messages View

The Messages View displays the messages contained in the
thread that was selected in the Threads View.

To display the Messages View, select a message thread in the
Threads View.

- If the miSecureMessages app is running on an iPad, the
  Threads View and the Messages View are displayed
  side by side.

- To return to the Threads View on an iPhone or iPod
  Touch, tap the Back arrow (**<**).

The Messages View displays the message subject, the original
message, and all replies to that message. The messages are
organized by date and time, from oldest to newest. Each
message is labeled with the name of the sender. The contents of
each message are displayed in a word balloon. The time or day
and time that the message was sent is displayed below the word
balloon.

- If the message contains an image, tap the image to
  enlarge it.

- If the message contains a video, tap the video to play it.
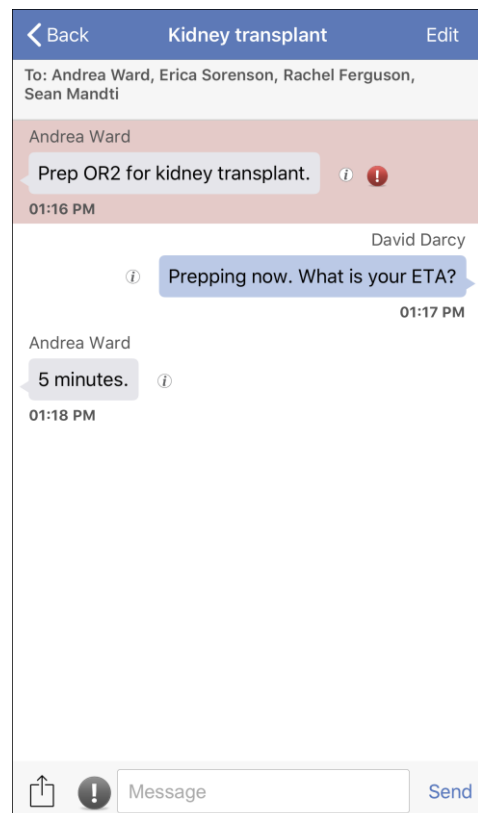
- If the message contains a recording, tap the recording to play it.

High priority messages are highlighted in red and are marked with an exclamation mark in a red circle. 🔴

Completed messages are marked with a green check mark. ✔

To display a detailed history of a message, tap the Information icon ⓘ displayed next to the message. To return to the Messages View on an iPhone or iPod Touch, tap the Back arrow (**<**).

If a red asterisk is displayed, ⓘ* the history of the message has changed.

New messages are pushed to the device and update the Messages View automatically, but you can also manually refresh the Messages View. To refresh the Messages View, drag down and then release.

Replying to Messages

The Message field and the Action icon can be used to reply to a message thread.

Message

To create a custom reply, enter a message in the Message field located at the bottom of the Messages View.

Actions

Tap the Action icon 📤 to access Quick Phrases or to use the optional Attachments feature to attach a photos, video, or audio recording to your message.

If the Attachments feature is not enabled, the Quick Phrases menu is displayed.

Quick Phrases
I can respond in 5 minutes
I can respond now
I am unable to respond
Cancel
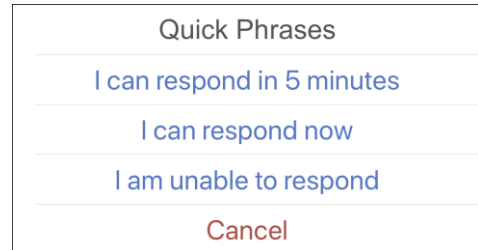
- Tap the phrase that you want to insert into your message.

  The phrase is displayed in the Message field.

- To exit the Quick Phrases menu without inserting a phrase, tap **Cancel**.

If the Attachments feature is enabled, action buttons are displayed.

- To attach an image from your device's photo library, tap **Add Photo or Video**. 📷 A menu is displayed.
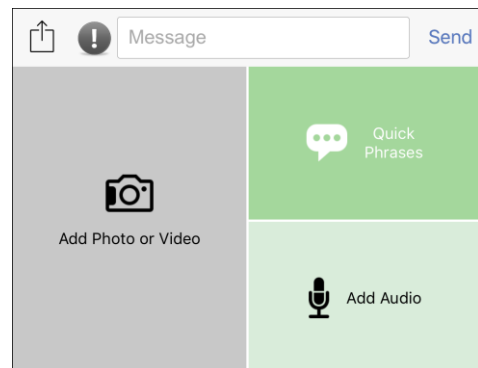
  Tap **Photo Library**.

  If you have not granted the miSecureMessages app access to your photos, a dialog box appears asking for permission. Tap **OK** if you want to allow the miSecureMessages app to access your photo library so that you can attach photos and videos to your messages.

  Select the photo or video that you want to attach and then tap **Choose**.

  A thumbnail view of the photo or video is displayed in the Message field.

- To take a new photo or video to attach to your message, tap **Add Photo or Video**. 📷 A menu is displayed.

  Tap **Take Photo or Video**.

If you have not granted the miSecureMessages app access to your camera, a dialog box appears asking for permission. Tap **OK** if you want to allow the miSecureMessages app to access your camera so that you can attach photos and videos to your messages.

Select **Photo** to take a photo or select **Video** to take a video.

If you are not satisfied with the photo or video, tap **Retake** to discard it.

After taking a photo or video, tap **Use Photo** or **Use Video** to attach it to the message.

A thumbnail view of the photo or video is displayed in the Message field.

- To record audio to attach to your message, tap **Add Audio**. 🎤

If you have not granted the miSecureMessages app access to your microphone, a dialog box appears asking for permission. Tap **OK** if you want to allow the miSecureMessages app to access your microphone so that you can attach audio to your messages.

Tap **Record** to begin recording

Tap **Stop recording** to finished recording.

Tap **Play/Stop** to listen to the recording or to pause playback of the recording.

Tap **Add to Message** to attach the recording to the message.

A visual representation of the recording is displayed in the Message field.

- To add a Quick Phrases to your message, tap **Quick Phrases**. 💬

The Quick Phrases menu is displayed.
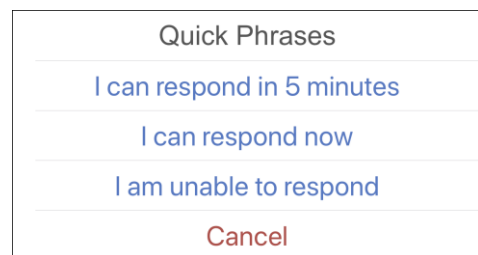
Tap the phrase that you want to insert into your message.

The phrase is displayed in the Message field.

Quick Phrases
I can respond in 5 minutes
I can respond now
I am unable to respond
Cancel

- To close the Action menu without selecting an action, tap **Close**.

High Priority

By default, the message is set to Normal Priority, which is indicated by a gray Exclamation Mark icon.
⚠️

- Tap Exclamation Mark icon ⚠️ to change the priority to High Priority. The Exclamation Mark icon turns red ❗ to indicate that your reply will be sent as a High Priority message.

- Tap Exclamation Mark icon ⚠️ again to change a High Priority message back to Normal Priority, indicated by a gray Exclamation Mark icon. ⚠️

Send

When you have finished composing your message, tap **Send**.

If you are replying to a message that allows replies to multiple recipients, the Group Reply Options menu is displayed.

- To reply to the sender and all recipients, tap **Reply All**.

The reply is sent and is added to the message thread.

- To reply to the sender, tap **Reply to** followed by the sender's name.

Group Reply Options
Reply All
Reply to Andrea Ward
Select new recipient from Contacts
Cancel
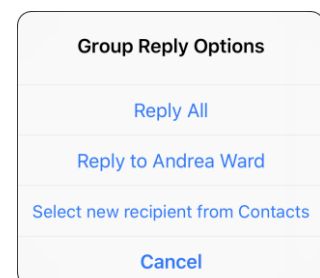
The reply and the previous messages in the thread are sent in a new message thread.

- To select new recipients, tap **Select new recipient from Contacts**.

    The New Message Screen is displayed. The Subject field contains the subject of the message and the Message field contains the reply and the text of the previous messages in the thread.

    Follow the instructions provided in this document under the topic "New Message."

    When you have finished selecting contacts, tap **Send**.

    The reply and the previous messages in the thread are sent in a new message thread.

- To exit the Reply Options menu without sending a reply, tap **Cancel**.

If the miSecureMessages app is running on an iPad, you can tap **Close Thread** at the top of the Messages pane to clear the Messages pane. This deselects the thread so that no messages are displayed on the Messages View.

Completing Messages

The Messages View enables you to mark messages as "Complete" to indicate that no more actions need to be performed in regards to that message.

To mark a message "Complete," tap **Edit** on the Messages View.

Option buttons are displayed to the left of each message.

Tap the option button next to each message that you want to mark.
>   OR

To select all messages, tap **Select All**.

A check mark is displayed next to each message that you select.

When there is a check mark next to each message that you want to mark, tap **Complete**.

A green check mark ✔ is displayed below each completed message.

Deleting Messages

To delete messages, tap **Edit** on the Messages View.

Option buttons are displayed to the left of each message.

Tap the option button next to each message that you want to delete.
>   OR

To select all messages, tap **Select All**.

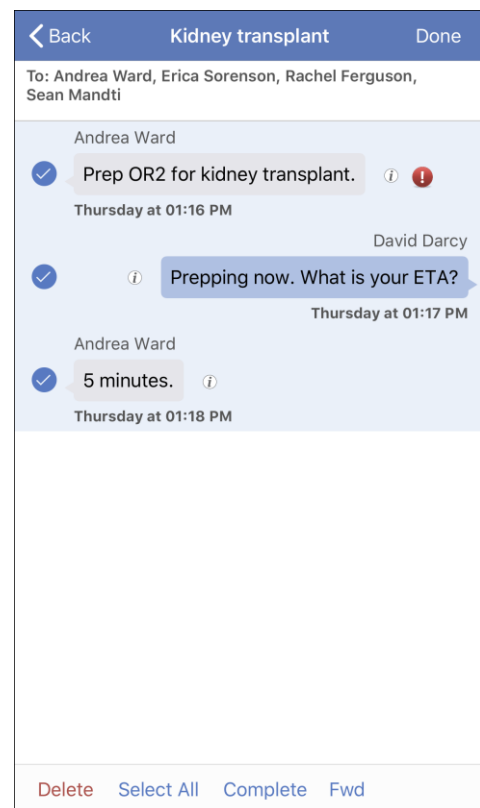A check mark is displayed next to each message that you select.

When there is a check mark next to each message that you want to delete, tap **Delete**.

A Delete Message dialog box is displayed.

To cancel the delete request, tap **Cancel**.
>   OR

If you are certain you want to delete the selected messages, tap **Delete**.

The selected messages are removed from your Messages Screen.

Note: Messages deleted from your Messages Screen may still be stored on the server from which the message originated and accessed by other users who were included in the thread.

Forwarding Messages

The Messages View enables you to forward messages to other miSecureMessages users.

To forward a message, tap **Edit** on the Messages View.

Option buttons are displayed to the left of each message.

Tap the option button next to each message that you want to forward.
     OR
To select all messages, tap **Select All**.

A checkmark is displayed next to each message that you select.

When there is a check mark next to each message that you want to forward, tap **Forward** or **Fwd**.

The New Message Screen is displayed. The Subject field contains the text "FWD:" followed by the subject of the message thread. The Message field contains the text "FWD:" followed by the sender's name and the contents of the selected messages.

Follow the instructions provided in this document under the topic "New Message."

When you have finished selecting contacts, tap **Send**.

Contacts

The Contacts Screen provides another way to send secure messages to registered miSecureMessages users.

To display the Contacts Screen, tap the Menu icon ☰ to access the menu drawer and then tap **Contacts**. 👥

The Contacts Screen displays a list of the available Contact Circles.

- To display the names of all of the miSecureMessages users assigned to a Contact Circle, tap the Plus icon ➕ to the left of the Circle name.

    If "*OFF*" is displayed below a contact's name, that user's miSecureMessages notifications are off, preventing that user from receiving message notifications.

- To hide the names of the users assigned to a Contact Circle, tap the Minus icon ➖ to the left of the Circle name.

- Flick the screen to scroll up or down.

- To search by name, tap the **Search** field.

    Enter the name that you want to find.

    The Contacts list is filtered to show the names that match your search.

- To refresh the Contacts list, drag down and then release.
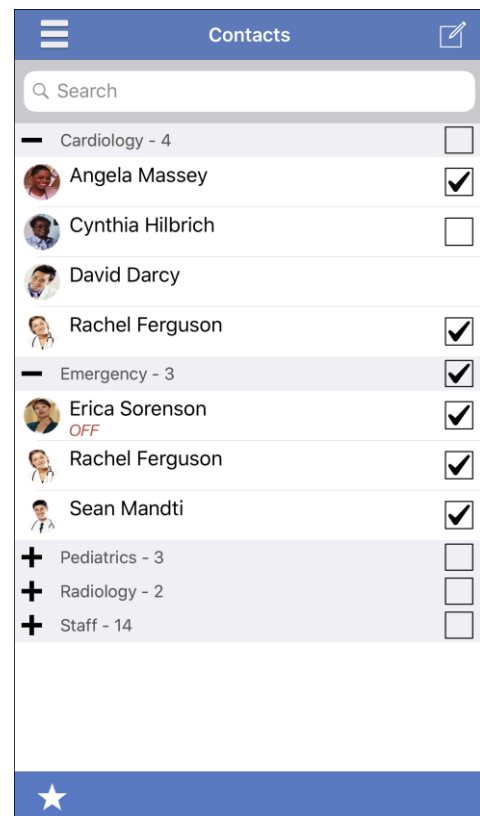
Personal Circle

If the Personal Circle feature is enabled on your account, the Star icon ☆ is displayed in the lower left corner of the Contact screen. The Personal Circle feature enables you to create your own personal circle of contacts.

To add contacts to your Personal Circle, tap the check boxes to the right of the names of the contacts that you want to add.

A check mark is displayed in each check box that is selected.

To select all users in a Contact Circle, tap the Circle name.

The Circle Selection message is displayed informing you of the number of contacts in the Circle.

Tap **Select** to select the members of the Circle.

A check mark is displayed next to each name in the Circle.

When you have finished selecting contacts, tap the Star icon. ☆

The Personal Circle menu is displayed.

- To add the selected contacts to your Personal Circle, tap **Add Contacts**.

- To remove the selected contacts from your Personal Circle, tap **Remove Contacts**.

- To close the Personal Circle menu without adding or removing contacts, tap **Cancel**.
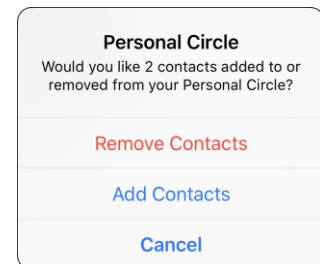
Your Personal Circle is displayed at the top of the Contacts list if there are contacts assigned to the Circle.

Contact Information

To display the contact information for a miSecureMessages user, tap the user's photo or name.

The Contact Information Screen for that user is displayed.

The Contact Information Screen displays the user's photo, or a silhouette if no photo is assigned, the user's phone number, and the user's notification status (On or Off).

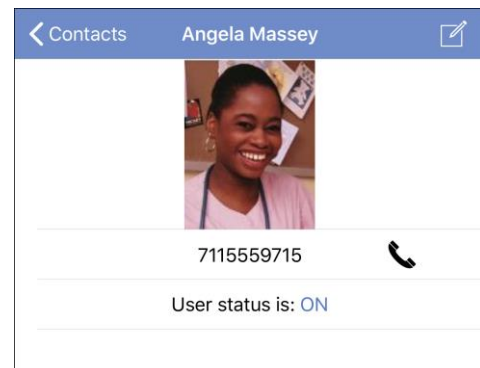To dial the user's phone number, tap the phone icon. 📞

The phone number is displayed in a dialog box.

Tap **Call** to dial the phone number.
    OR
Tap **Cancel** to return to the Contact Information Screen without dialing the phone number.

Tap the Back arrow (**<**) to return to the Contacts Screen.

Sending a Secure Message

To send a secure message to one or more people, tap the check boxes to the right of the names of the people you want to contact.

A check mark is displayed in each check box that is selected.

To select all users in a Contact Circle, tap the Circle name.

The Circle Selection message is displayed informing you of the number of contacts in the Circle.

Tap **Select** to select the members of the Circle.

A check mark is displayed next to each name in the Circle.

When you have finished selecting contacts, tap the Compose icon.

The New Message Screen is displayed.

Follow the instructions provided in this document under the topic "New Message."

When you have finished selecting contacts, tap **Send**.

OnCall

The OnCall Screen is used with the optional Intelligent Series (IS) Directory OnCall feature to contact people who are assigned to on-call schedules.

To display the OnCall Screen, tap the Menu icon to access the Menu Drawer and then tap **OnCall**.

If the Login Screen is displayed, a match was not found for your username and password.

Login

Enter the IS Apps Login provided by the company or organization that is hosting your miSecureMessages Web Service.

Password

Enter the IS Apps Password provided by the company or organization that is hosting your miSecureMessages Web Service.

Tap **Login**.

The OnCall Screen is displayed.

My Assignments

All of your on-call assignments for the day are displayed in the My Assignments pane.
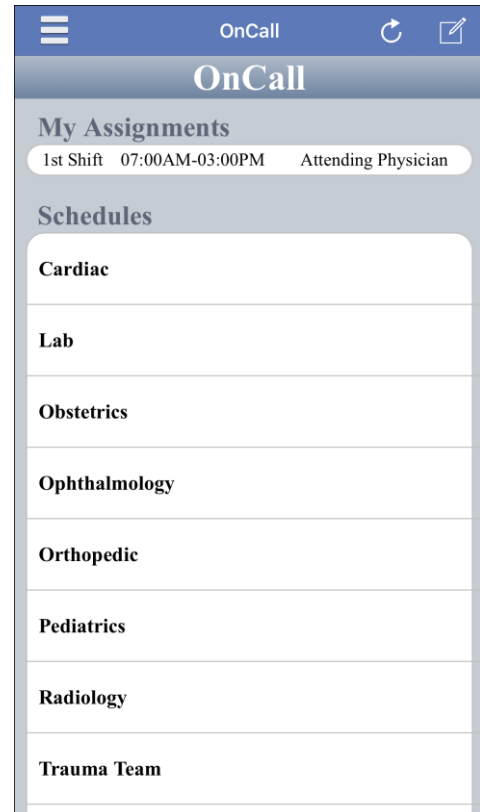
To refresh the OnCall Screen, tap the Refresh icon.

Schedules

The Schedules pane contains a list of the names of all of the on-call schedules that you have permission to view.

Tap the name of the schedule that you want to display.

The Schedule Screen is displayed.

Schedule Screen

The current shifts for the selected schedule are displayed on the Schedule Screen. For each shift, the shift name, the role name, the start and end time, and the description of the assigned resource are displayed.

Flick the screen to scroll up or down.

Tap the person that you want to contact.

If the selected person is registered for miSecureMessages, the New Message Screen is displayed.

Follow the instructions provided in this document under the topic "New Message."

When you have finished selecting contacts, tap **Send**.

Status

The Status Screen is used with the optional Intelligent Series (IS) Contacts feature. The Status Screen enables you to make changes to your status. Your status can be accessed by agents and operators using IS applications to determine how you should be contacted at various dates and times.

Contact the company or organization that is hosting your miSecureMessages Web Service for more information about Status.

To display the Status Screen, tap the Menu icon ☰ to access the Menu Drawer and then tap **Status**. ⚑

If the Login Screen is displayed, a match was not found for your username and password.

Login

Enter the IS Apps Login provided by the company or organization that is hosting your miSecureMessages Web Service.

Password

Enter the IS Apps Password provided by the company or organization that is hosting your miSecureMessages Web Service.

Tap **Login**.

The Status Screen is displayed.

Current Status

The Status Screen shows your current status and the date and time that your status most recently changed (or the current date and time if the date and time of the status change is unknown).

To refresh the Status Screen, tap the Refresh icon. 🔄

To change your status, tap **Change Status**.

The Select Status Screen is displayed.
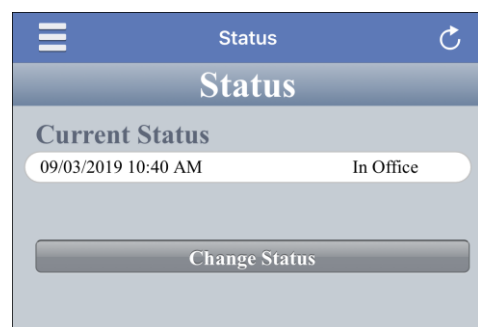
Select Status Screen

The Select Status Screen displays a list of possible statuses. The statuses that are available are determined by your miSecureMessages provider.

- To set your status, tap a status in the list.

- To revert to your default status, tap **Use Default**.

- To indicate another person is covering for you, tap **Covered By**. A directory is displayed. Tap a letter to display a list of people whose names start with that letter. Tap the name of the person who is covering for you.

- To enter a new phone number, tap **Phone**. Enter the phone number at which you want to be contacted. Tap **Save**.

If the Status Options Screen is displayed, you can choose to set your status change to never expire or select a date and time range.

- To set your status change to begin immediately and not expire until your status is manually changed, tap **Immediate – No Expiration**. Then tap **Save**.

- To set your status change to begin and end at specified dates and times, tap **Selected Time Range**. Set the Start Date, Start Time, End Date, and End Time. Then tap **Save**.

Your status is displayed on the Status Screen.

User Settings

The User Settings Screen is used to make changes to your user settings and to check your notification status.

Note: The User Settings apply to all of your accounts on a single miSecureMessages server. If you have an account on multiple miSecureMessages servers, switch to the account that you want to edit before making changes to the User Settings.
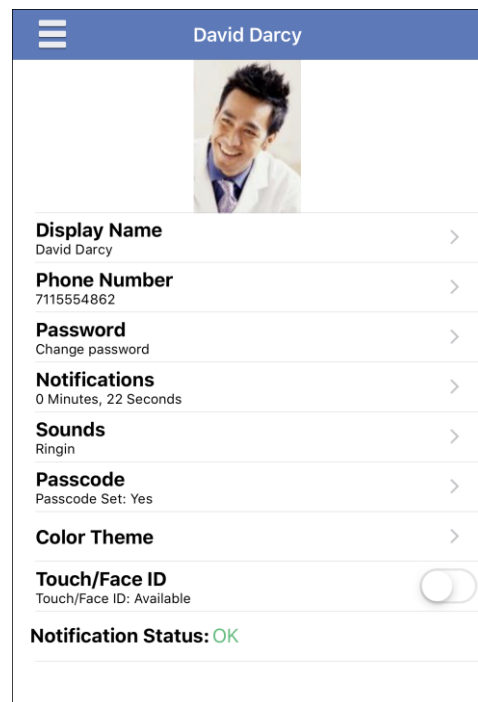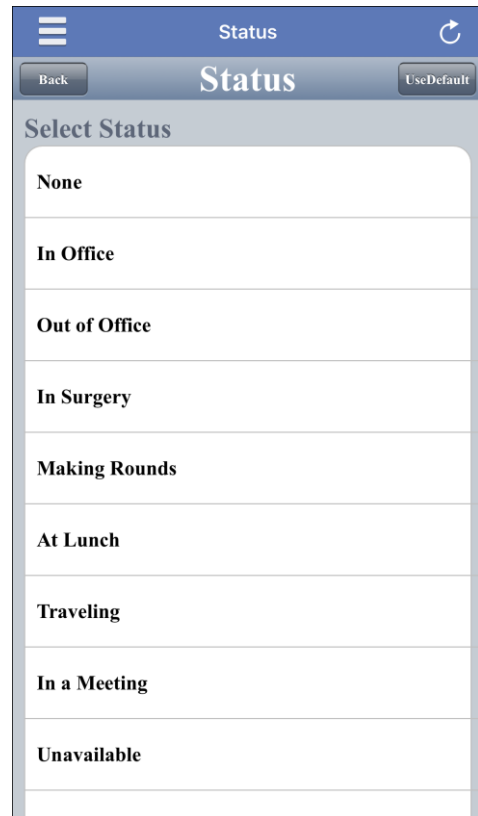
To display the User Settings Screen, tap the Menu icon to access the Menu Drawer and then tap **User Settings**.

If a photo has been assigned to your username, the photo is displayed at the top of the User Settings page. If no photo has been assigned, a silhouette is displayed.

To add a photo, double-tap the silhouette.

The Image Location menu is displayed.

- To take a new photo, tap **Camera**.

- To select a photo from your device's image library, tap **Photo Library**.

- To return to the User Settings Screen without adding a photo, tap **Cancel**.

To use a different photo, double-tap the photo.

The Edit Image menu is displayed.

- To take a new photo, tap **New Image from Camera**.

- To select a photo from your device's image library, tap **New Image from Photo Library**.

- To remove the photo, tap **Delete Current Image**.

- To return to the User Settings Screen without changing your photo, tap **Cancel**.

Note: Depending on your system's configuration, you may or may not have permission to change one or more of your settings. Contact your system administrator if you would like to make a change that your system does not allow.

Display Name

To change how your name is displayed in the Contacts directory, tap **Display Name**.

The Display Name Screen is displayed.

Change Display Name

Enter your name as you wish it to appear in the miSecureMessages Contacts directory and on all of your secure messages. First name and last name are recommended (for example, "John Smith").

Tap **Update**.

Phone Number

The miSecureMessages users within your company or organization can use your phone number to call you from the miSecureMessages app.

Add/Change Phone Number

Enter the phone number that you want miSecureMessages users to call to reach you.

Tap **Update**.

Password

The password is used to verify your user registration with the miSecureMessages Web Service.

To change your password, tap **Password**.

The Change Password Screen is displayed.
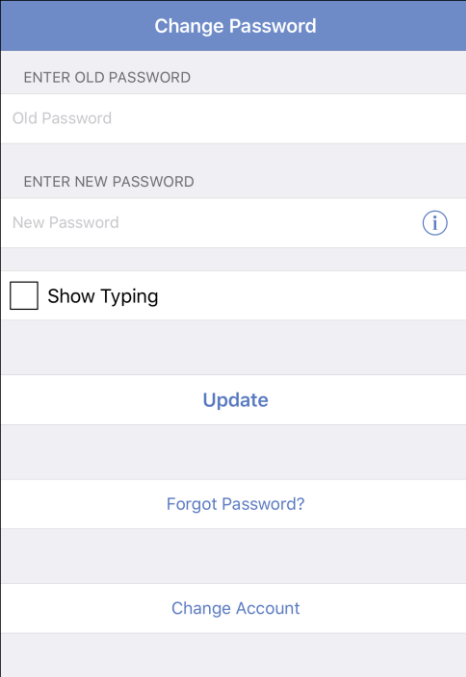
Enter Old Password

Enter your current password.

Enter New Password

Enter a new password in the New Password field. For information on password restrictions, tap the Information icon. ⓘ Tap **OK** to return to the Change Password Screen.

Enter your new password a second time in the Confirm Password field.

Tap **Update**.

If your password was changed successfully, the "Success!" message is displayed. Tap **OK** to display the Messages Screen.

Keep your password a secret so that no one else can connect to the miSecureMessages Web Service in your name.

Notifications

If the miSecureMessages Persistent Alerts feature is enabled by your miSecureMessages provider, miSecureMessages sends repeat notifications of messages until the message is opened on your device or the maximum number of notifications attempts have been made.

To change amount of time to wait between Persistent Alert notifications, tap **Notifications**.

Time Between Notifications

To change the interval between Persistent Alert notifications, tap the Time Between Notifications field.

Use the number wheels to select the number of minutes and seconds to wait between notifications. This input will accept values from 15 seconds to 98 minutes 59 seconds.

Tap **Update**.

Tap the Back arrow (**<**) to return to the User Settings Screen.

Sounds

The miSecureMessages app features several ring tones that can be selected for miSecureMessages notifications.

To change your miSecureMessages ring tone, tap **Sounds**.

The Sounds Screen is displayed. A check mark is displayed to the right of the current ring tone.

Tap the name of the ring tone that you want to use for secure message notifications.

When you tap a ring tone, a sample of the ring tone is played.

When you have finished selecting a ring tone, tap the Back arrow (**<**) to return to the User Settings Screen.

Note: The User Settings apply to all of your accounts on a single miSecureMessages server. If you have an account on multiple miSecureMessages servers, your ring tone selection will not apply to the accounts on other servers. Switch to the account that you want to edit before making changes to the Sounds setting.

To disable notification sounds for the miSecureMessages app, visit your device's Settings app. More information about the Settings app is provided at the end of this user guide under the topic "Notification Settings."
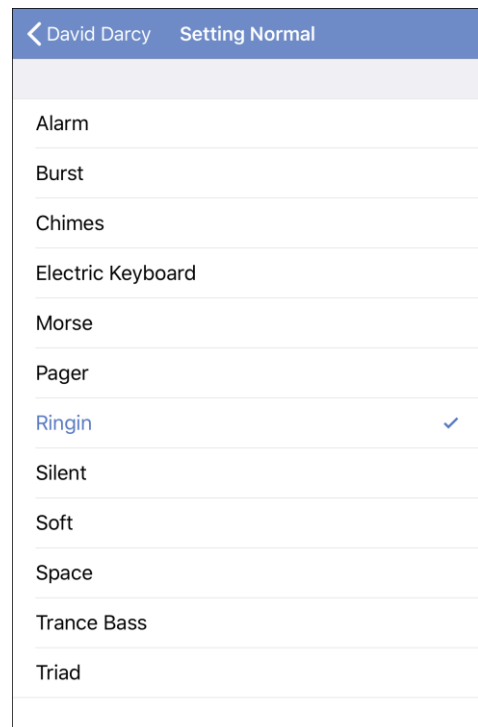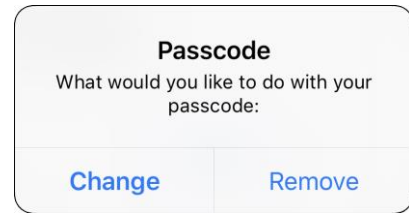
Passcode

The passcode is a security feature that requires a code to be entered each time you open the miSecureMessages app or change accounts.

To add, change, or remove a passcode, tap **Passcode**.

- If a passcode is not set on your account, the Create Passcode screen is displayed.

- If a passcode is set on your account and a passcode is required, the Change Passcode screen is displayed.

- If a passcode is set on your account and a passcode is not required, a Passcode dialog box appears asking what you would like to do.

  To change your passcode, tap **Change**. The Change Passcode screen is displayed.

  To remove your passcode, tap **Remove**. The Remove Passcode screen is displayed.

Create Passcode

Enter Current Passcode

If this field is displayed, leave it blank.

Enter New Passcode

Enter your desired passcode. For information on passcode restrictions, tap the Information icon. ⓘ Tap **OK** to return to the Change Passcode Screen.

Show Typing

The Show Typing setting makes the text in the passcode fields visible on the screen. If you need to display the passcode text, make sure that no one can observe your screen and then tap the Show Typing check box.

Tap **Create**.

- If a "Passcode Complexity" message or an error message appears, read the prompt carefully. Then tap **OK** to return to the Create Passcode screen and try again.

- If the passcode was set successfully, the "Success!" message is displayed. Tap OK to continue to the Messages page. You will be required to enter the passcode each time you open the miSecureMessages app or change accounts.

Change Passcode

The Change Passcode screen is used to change a passcode.

Enter Current Passcode

Enter your current passcode.

Note: If you forgot your passcode, contact your miSecureMessages administrator to reset your passcode.

Enter New Passcode

Enter your desired passcode. For information on passcode restrictions, tap the Information icon. ⓘ Tap **OK** to return to the Change Passcode Screen.

Show Typing

The Show Typing setting makes the text in the passcode fields visible on the screen. If you need to display the passcode text, make sure that no one can observe your screen and then tap the Show Typing check box.

Tap **Update**.

- If a "Passcode Complexity" message or an error message appears, read the prompt carefully. Then tap OK to return to the Change Passcode screen and try again.

- If the passcode was changed successfully, the "Success!" message is displayed. Tap **OK** to continue to the Messages page.

Remove Passcode

The Remove Passcode screen is used to remove a passcode when no passcode is required.

Enter Current Passcode

Enter your passcode.

Note: If you forgot your passcode, contact your miSecureMessages administrator to reset your passcode.

Show Typing

The Show Typing setting makes the text in the passcode field visible on the screen. If you need to display the passcode text, make sure that no one can observe your screen and then tap the Show Typing check box.

Tap **Remove**.

If the passcode was removed successfully, the "Success!" message is displayed. Tap **OK** to continue to the Messages page.

Color Theme

The Color Theme feature allows you to customize the color theme used in the headers of the miSecureMessages screens. You can select a different color theme for each of your miSecureMessages accounts.

To change your color scheme for the selected account, tap **Color Theme**.

The Color Themes Screen is displayed.

Tap the desired color.

The color of the heading changes to match the color selected.

Tap the Back arrow (**<**) to return to the User Settings Screen.

Touch ID

The Touch ID feature can be used to enable fingerprints to unlock the miSecureMessages app in place of entering a passcode.

In order to use the Touch ID feature, a passcode must be set on the device and a fingerprint must be stored in the Touch ID & Passcode setting on the device. If a passcode is set and a fingerprint is stored, "Touch ID: Available" is displayed. Otherwise, "Touch ID: Not Available" is displayed.

By default, the Touch ID feature is set to Off.

Tap the switch to turn on the Touch ID feature.
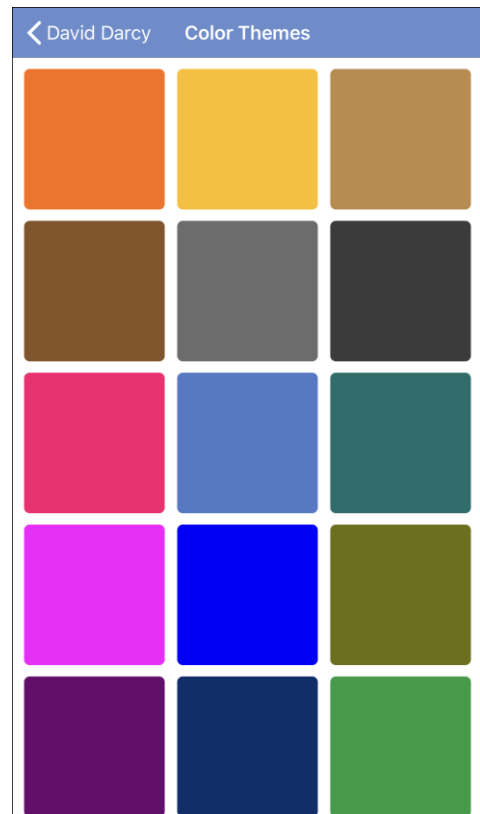
- If a passcode and fingerprint have not been stored on the device, a Touch ID Setup dialog box is displayed. Tap **Go to Settings** to open your device's Settings app. Navigate to the Touch ID & Passcode screen found in the main Settings menu. Add a fingerprint if none are stored and turn on the passcode feature if it is off. After storing a fingerprint and setting a passcode, return to the miSecureMessages app and tap the Touch ID switch again.

- If a passcode and a fingerprint have been stored on the device, the Enter Passcode screen is displayed.
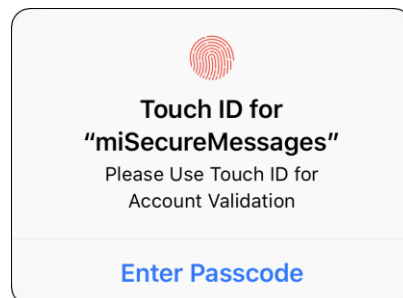
Enter Passcode

Enter your passcode.

Tap **Done**.

- If you entered your passcode incorrectly, the message "Your passcode was incorrect" is displayed.

- If you entered your passcode correctly, the Settings screen is displayed with the Touch ID switch in the on position.

When the Touch ID feature is enabled, each time the miSecureMessages app is opened the Touch ID screen is displayed.

Touch the Home button with a finger that matches one of the stored fingerprints to access the app.

OR

Tap **Enter Passcode** to access the Enter Passcode screen.

Notification Status

The Notification Status displayed on the User Settings Screen indicates whether the app was able to download a notification token from the Apple Push Notification Service successfully. The Notification Status should display "OK" in green text. If "Alert!" is displayed in yellow text, your app might not be able to receive notifications. If "Alert!" is displayed, tap **Attempt Fix** to attempt to download a notification token. If "Alert!" is still displayed, contact your miSecureMessages provider.

Manage Accounts

The miSecureMessages app can be registered with more than one Account ID to provide access to multiple miSecureMessages accounts.

To add or delete a miSecureMessages account, tap the Menu icon to access the Menu Drawer and then tap **Manage Accounts**.

The Manage Accounts Screen is displayed.

The Manage Accounts Screen displays a list of the names of each of your miSecureMessages accounts. The number following the account name indicates the number of unread messages in the account. A check mark is displayed next to the
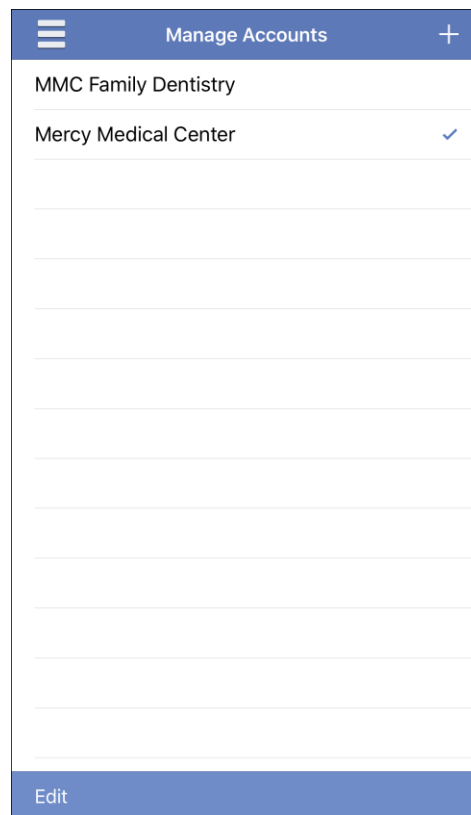
account that is currently selected.

- To add an account to this device, tap the Add icon.

  The Account Registration Screen is displayed.

  Follow the directions for Account Registration, Welcome Screen, and Login or User Registration provided at the front of this document.
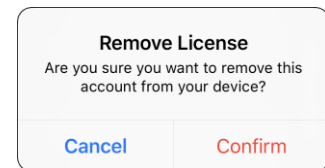
- To remove an account from this device, swipe left or tap **Edit**.

  If you tapped **Edit**, a minus symbol 🔴 is displayed next to each account name. Tap the minus symbol next to the account that you want to delete.

  Tap **Delete**.

  A Remove License dialog box is displayed.

  Note: Before removing an account, contact your miSecureMessages administrator. Your administrator needs to remove your username from the account or you may continue to receive message notifications for the deleted account and will not be able to access the messages.

  To cancel the delete request, tap **Cancel**.
      OR
  If you are certain you want to remove the account from this device, tap **Confirm**.

  The account is removed from the device.

  When you have finished removing accounts, tap **Done**.

Notification Settings

Notification settings for the miSecureMessages app are located in your device's Settings app.

To change the miSecureMessages notification settings, open the Settings app on your iPhone, iPad, or iPod Touch.
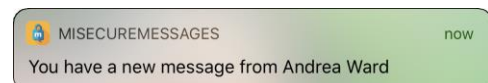
Tap **Notifications**.

Tap **miSecureMessages**.

The miSecureMessages notification settings are displayed.

Depending on the operating system version that is running on your device, the miSecureMessages notification settings may allow you to configure the following:

- Whether new message notifications are shown in your device's Notification Center

- Whether a notification sound is played when a new message is received

- Whether the number of new message notifications is displayed as a Badge on the miSecureMessages icon

- Whether new message notifications are displayed when the device is locked

- Whether new message notifications are displayed as Banners

- Whether new message notifications are displayed as Alerts

For more information on configuring notification settings, refer to your device's user manual or Apple's support website.

Apple Watch App

The miSecureMessages Apple Watch app allows users to get the last three threads in their inbox as well as the last three messages for each of those threads. The Message Threads screen has an indicator for new messages, high priority, and attachments. Attachments can't be viewed on the watch, but a message is displayed informing the user that the attachments are available on the phone.

A reply can be sent to the threads using either Quick Phrases, dictation, or the Scribble feature. (Replies are limited to Reply All pending the release of server version 6.7.) If a passcode is required, the user is only asked to enter it once while the watch is on their wrist. If the user takes off the watch, the passcode must be entered again to access to app.

Installing the miSecureMessages Watch App

The miSecureMessages Apple Watch app must be installed onto the watch through the Watch app on an iPhone that is paired with the watch.

Note: Before the miSecureMessages Apple Watch app can be installed on an Apple watch, the miSecureMessages app must be installed and registered on an iPhone that is paired with the watch.

To install miSecureMessages on an Apple Watch, open the **Watch** app on the paired iPhone.

Tap **My Watch** in the Tab Bar at the bottom of the screen if it is not already selected.

At the My Watch screen, scroll down to the **Available Apps** section and find **miSecureMessages**.

Tap the **Install** button in the same row as "miSecureMessages."

When the installation is finished, "miSecureMessages" is listed in the "Installed on Apple Watch" section of the My Watch screen.
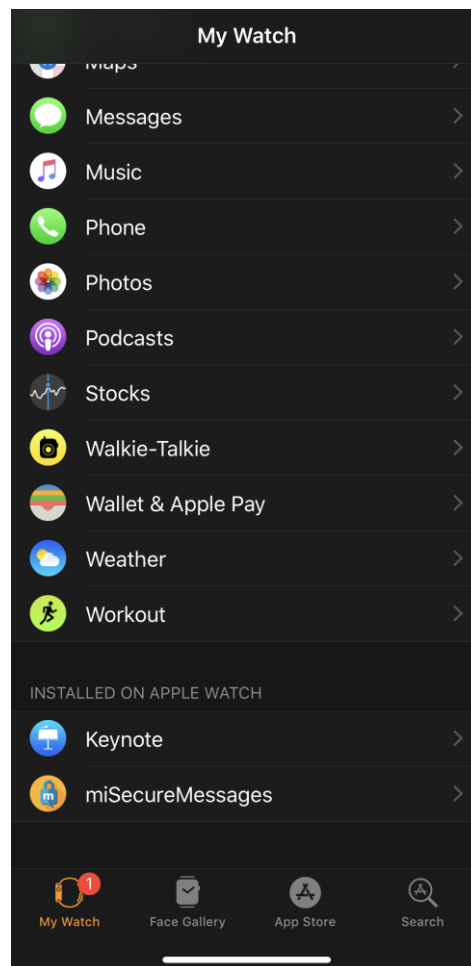
Home Screen

To open the miSecureMessages Watch app from the Apple Watch Home screen,

tap the miSecureMessages icon.

Note: Before launching the miSecureMessages Watch app on the watch for the first time, launch the miSecureMessages app on the iPhone that is paired with the watch. If the error "Invalid Account Info" is displayed, force close the miSecureMessages app on the paired phone and relaunch it.

Passcode Screen

If there is a passcode on the selected miSecureMessages account, the Passcode screen is displayed the first time you open the miSecureMessages Watch app after putting it on. The Passcode screen may be displayed at other times depending on your watch settings.

If the Passcode screen is displayed, tap **Enter Passcode**.

- To use dictation to enter your passcode, tap the microphone icon.

  Say your passcode. When you are finished, tap **Done** on the Dictation screen.

- To use your finger to write your passcode, tap the Scribble icon. Write your passcode

  on the screen. When you are finished, tap **Done** on the Scribble screen.

The passcode is displayed on the Passcode screen. If the passcode is displayed correctly, tap **Done**.

If the passcode matches the passcode on the account, the Message Threads screen, or whichever screen was last accessed, is displayed.

Note: If you should ever need to change your passcode, tap the Menu icon ☰ in the miSecureMessages app on the paired phone to access the Menu Drawer. Then tap **User Settings** to display your user settings. Tap **Passcode** and then follow the prompts for changing your passcode. If you forget your passcode, contact your miSecureMessages administrator to reset your passcode.

Message Threads Screen

The Message Threads screen displays the three most recent message threads for the selected account. The account name selected on the paired phone is displayed at the top of the Message Threads screen.

Note: To view messages for a different account, tap the Menu icon ☰ in the miSecureMessages app on the paired phone to access the Menu Drawer, and then tap the name of the account that you want to display.

The Message Threads screen groups replies to a message with the original message. Each message and its replies are called a message thread. Messages that do not have replies are listed individually in the Message Threads screen.

For each message thread, the Message Threads screen displays the first of the names of the senders and recipients of the messages in that thread. Below the names, the subject of the message thread is displayed. Below the subject, the first characters of the most recent message in the thread are displayed. The date that the thread's most recent message was sent is displayed on the right side of the Message Threads screen.

- Threads containing unread messages are marked with a blue dot. ●

- High priority messages are marked with an exclamation mark in a red circle. ⚠

- Threads containing an attachment are marked with a paper clip icon. 📎

Flick the Message Threads screen to scroll up or down.

New messages are pushed to the device and update the Message Threads screen automatically, but you can also manually refresh the Message Threads screen. To refresh the Message Threads screen, long press any thread.
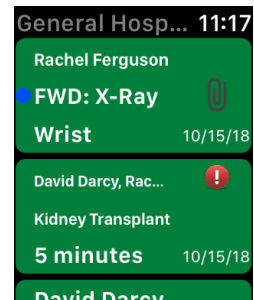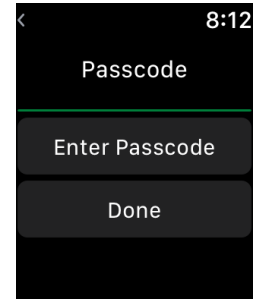
To display the messages in a thread, tap a thread in the Message Threads screen. The messages contained in the thread are displayed on the Messages Screen.

Messages Screen

The Messages screen displays the three most recent messages contained in the thread that was selected in the Message Threads screen.

To display the Messages screen, tap a message thread in the Message Threads screen.

The messages are organized by date and time, from oldest to newest. Each message is labeled with the name of the sender. The contents of each message are displayed in a word balloon. The date that the message was sent is displayed below the word balloon.
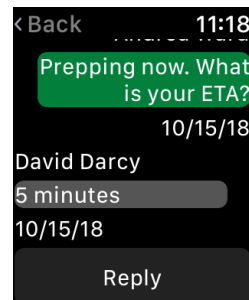
Note: Attachments cannot be displayed in the miSecureMessages Watch app. Attachments can be viewed on the paired iPhone.

To return to the Message Threads screen, tap **< Back**.

Note: If a new message notification comes in while you are viewing the Messages screen, the watch will play a ping sound.

Replying to Messages

To reply to a message thread, tap **Reply** on the Messages screen.

The Reply screen is displayed.

The Replay screen displays two icons and a menu of Quick Phrases that can be used to respond to the message thread.

- To use dictation to enter a reply, tap the microphone icon. Say

  your reply. When you are finished, tap **Done** on the Dictation screen.

- To use your finger to write a reply, tap the Scribble icon. Write

  your reply on the screen. When you are finished, tap **Done** on the Scribble screen.

- To use a Quick Phrase to respond, tap the phrase that you want to use.
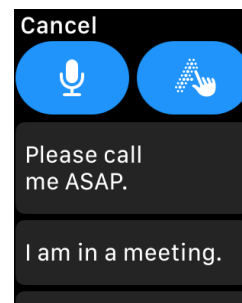
The reply that you composed or selected is displayed along with the Change Reply button and the Send button.

- To change your reply, tap **Change Reply**.

- To send the reply, tap **Send**.

  The reply is sent to the sender and any other recipients in the thread, and the Messages screen is displayed.

Note: Replies sent using the miSecureMessages Watch app are sent to the sender and any other recipients in the thread. If you want to reply to the sender without replying to all recipients, use the miSecureMessages app on the paired phone instead of using the miSecureMessages Watch app.

To return to the Message Threads screen, tap **< Back**.

Note: If a new message notification comes in while you are viewing the Reply screen, the watch will play a ping sound.
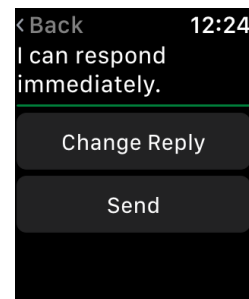
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