

# HOW TO: SEND AN IMESSAGE

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### STEP 1:

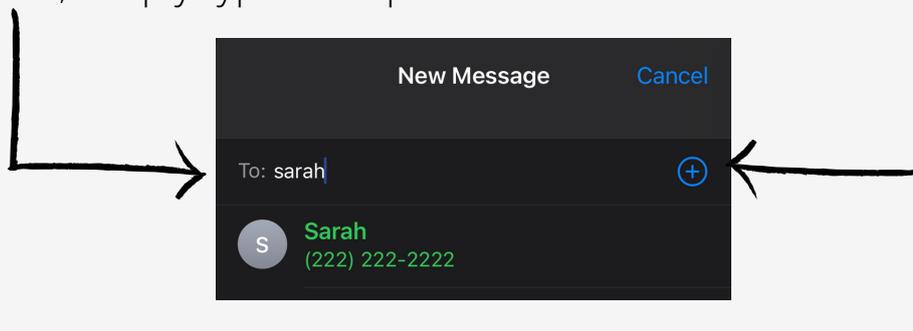
Tap the green iMessage icon 

### STEP 2:

Tap on the compose icon  on the top right corner of the screen

### STEP 3:

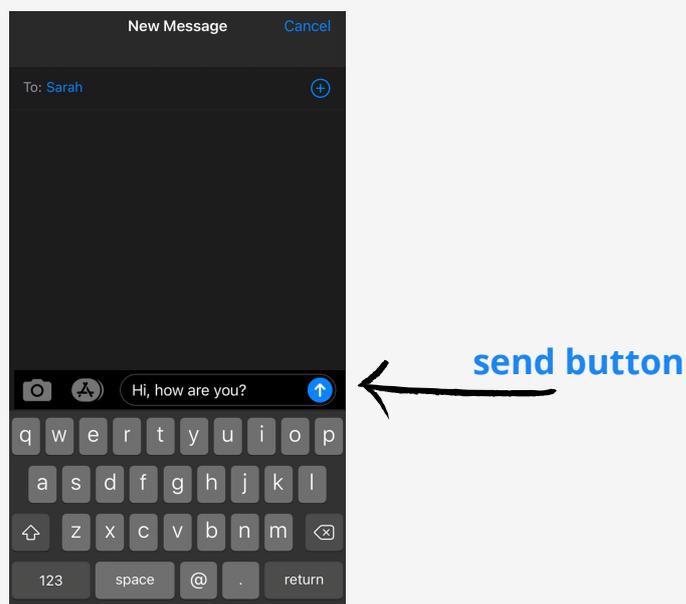
Type out the recipient's name and tap on their name. You may have to scroll down to find the recipient. If the recipient is not on your contact list, simply type their phone number instead of their name.



If you would like to select a name directly from your contact list, tap on the + icon and select the recipient from your contact list .

### STEP 4:

To write your message, tap on the text box and use the keyboard. When you are finished typing the message, tap on the blue upwards arrow icon to send.



## NOTE:

The messages you send will appear on the right side of the screen in the blue (iMessage) or green (text message) bubbles. The messages you receive will appear on the left side of the screen in the grey bubbles.



If the recipient has their read receipts on, you can see the time they have read your message. If their read receipts are off, it will say "delivered".

In order to return to the chat or to view your new messages, tap on the iMessage icon:  and click the person's name (or phone number if they are not part of your contact list).