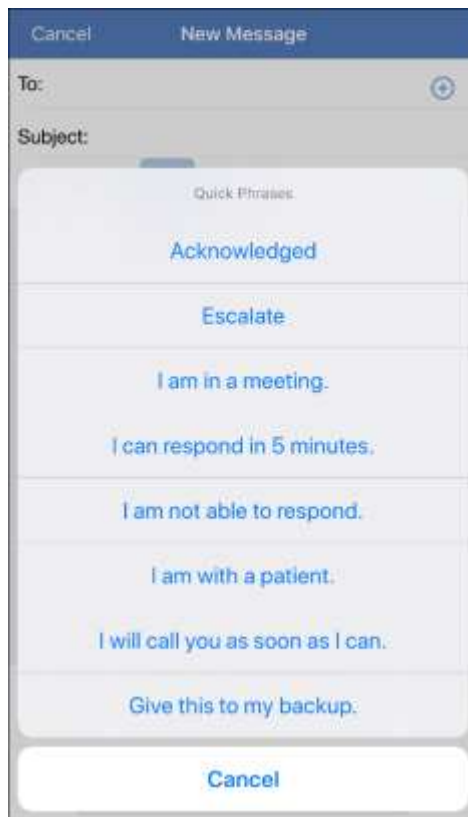


Allow miSecureMessages Users to Add Their Own Personal Quick Phrases

All rights reserved © November 2021
Contact: insider@amtelco.com



The miSecureMessages secure messaging solution features the ability for users to add their own personal Quick Phrases to the miSecureMessages applications. Like the system Quick Phrases provided by miSecureMessages administrators, personal Quick Phrases can be used to quickly initiate or reply to a secure message within the miSecureMessages application.

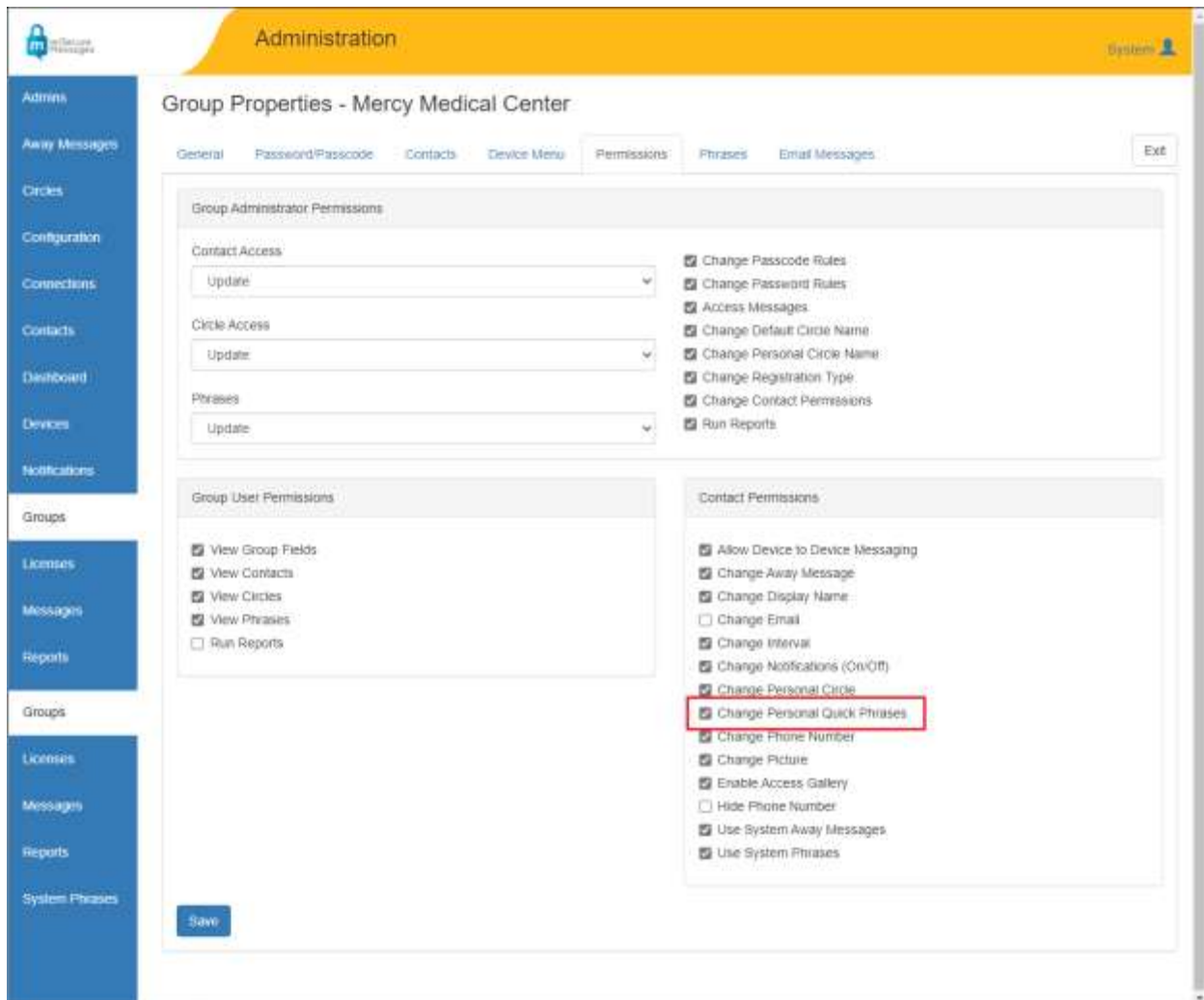
Enabling Personal Quick Phrases

The setting to allow users to use personal Quick Phrases is found under the Permissions tab in the Groups section of the MSM Administration Web application.

Click the Groups command on the MSM Administration Web navigation menu to access the Groups page.

Click the Edit hyperlink in the same row as the name of the group that you want to edit.

To edit Permissions settings for the selected group, click the Permissions tab.



Contact Permissions

The settings in the Contact Permissions pane are used to configure permissions for contacts registered to this group.

Change Personal Quick Phrases

The “Change Personal Quick Phrases” setting allows contacts in group to create their own personal Quick Phrases.

Select this check box to enable contacts in this group to create their own personal Quick Phrases.

Use System Phrases

The Use System Phrases option enables a group to use the system-wide phrases created on the System Phrases page of the MSM Administration Web. Whether or not this check box is selected, the group will have access to the group phrases configured on the Phrases page.


- Select the Use System Phrases check box if you want to give this group access to System Phrases in addition to group phrases.
- Clear the Use System Phrases check box to only allow this group to access group phrases.

More information about system phrases and group phrases is provided in the MSM Administration Web Reference Guide.

Click the Save button to save your changes.

Adding Quick Phrases in the Apple App

Personal Quick Phrases can be added to miSecureMessages through the miSecureMessages Apple App User Settings screen.

To add, edit, or delete personal Quick Phrases in the miSecureMessages Apple App, tap the Menu icon  to access the Menu Drawer and then tap **User Settings**.

The User Settings Screen is displayed.

Tap **Quick Phrases**.

The Quick Phrases Screen is displayed.

To add a personal Quick Phrase, enter the phrase and then tap **Save**.

The personal phrases that have been added are displayed.

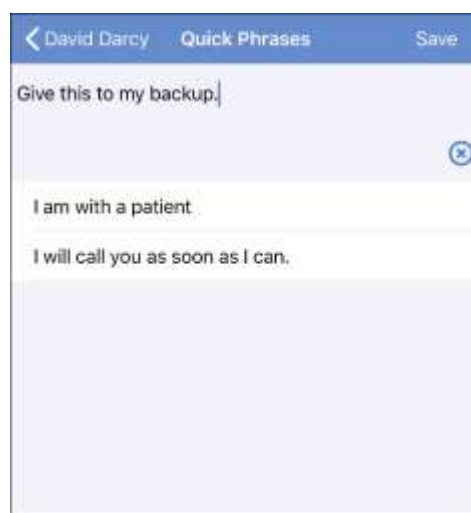
To rearrange Quick Phrases, tap **Edit**.

Drag the phrases to the desired position in the list. When you are finished, tap **Save**.


To edit a Quick Phrase, tap the phrase to select it. Make changes to the phrase, then tap **Save**.

To delete a Quick Phrase, swipe left and then tap **Delete**.


When you are finished editing Quick Phrases, tap the Back arrow (\leftarrow) to return to the User Settings Screen.



Using Quick Phrases in the Apple App

Apple device users can access Quick Phrases using the Action icon  located at the bottom of a message.



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.

If the Attachments feature is enabled, the Action menu is displayed. 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.

To send the phrase, tap **Send**.

Adding Quick Phrases in the Android App

Personal Quick Phrases can be added to miSecureMessages through the miSecureMessages Android App Setup screen.

To add, edit, or delete personal Quick Phrases in the miSecureMessages Android App, touch the Menu icon  to access the Menu Drawer and then touch **Setup**.

The Setup Screen is displayed.

Touch **Quick Phrases**.

The Edit Quick Phrases dialog box is displayed.

Enter Quick Phrase

To add a personal Quick Phrase, enter the phrase and then touch **SAVE**.

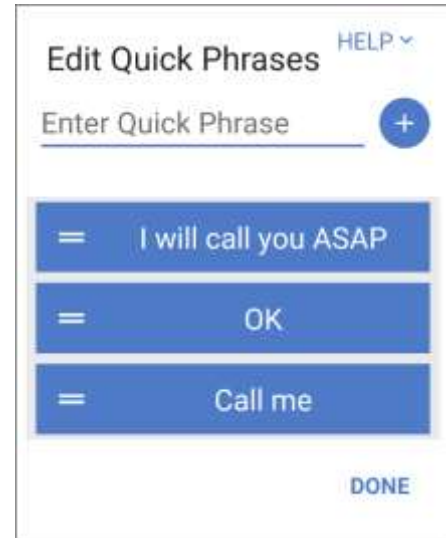
The personal phrases that have been added are displayed beneath the Enter Quick Phrase field.

To rearrange Quick Phrases, drag the phrases to the desired position in the list.


To edit a Quick Phrase, touch the phrase to select it. Make changes to the phrase, then touch **SAVE**.

To delete a Quick Phrase, swipe left.


When you are finished editing Quick Phrases, touch **DONE** to return to the Setup Screen.



Using Quick Phrases in the Android App

Android device users can access Quick Phrases using the Quick Phrases icon  in the Message Options toolbar, located at the bottom of a message.



Touch the Quick Phrases icon  to display a list of common phrases that can be added to your messages.

Touch the phrase that you want to use.

The phrase is displayed in the Enter Message field.

To send the phrase, touch the Send icon. 

Adding Quick Phrases in the Contact Web Application

Personal Quick Phrases can be added to miSecureMessages through the miSecureMessages Contact Web Settings screen.



To add, edit, or delete personal Quick Phrases in the miSecureMessages Contact Web, select the Settings command in the Navigation Menu.

The Settings screen is displayed.

Quick Phrases Toolbar



The Quick Phrases Toolbar is used to make changes to your personal Quick Phrases.

- To add a Quick Phrase, click the New icon. 
The Phrase Editor window is displayed with a blank text field.
- To edit a Quick Phrase, click the phrase that you want to edit and then click the Edit icon. 

The Phrase Editor window displays the selected Quick Phrase in a text field.



Phrase Editor




Type the Quick Phrase that you want to add, or edit the existing Quick Phrase.

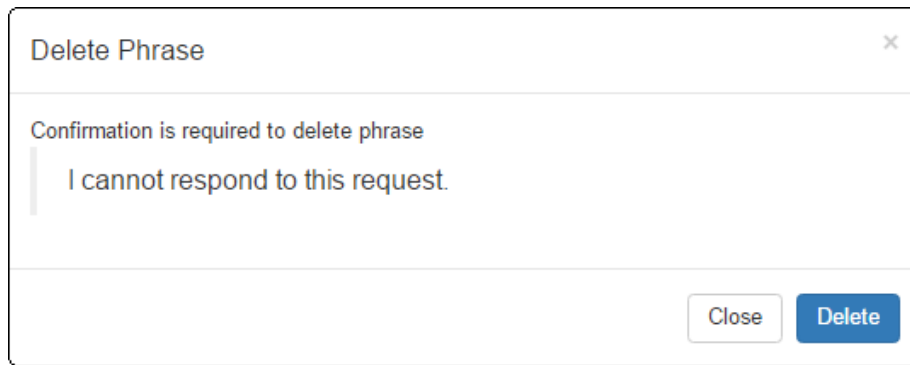
Click the Save Changes button.

The new or edited phrase is displayed in the list.

To reposition a Quick Phrase, click the phrase to select it and then use the Move Up  and Move Down  icons to move the phrase to a new position in the list.

To remove a Quick Phrase, click the phrase that you want to remove and then click the Delete icon. 

A dialog box is displayed to confirm the delete request.




To cancel the delete request, click the Close button.

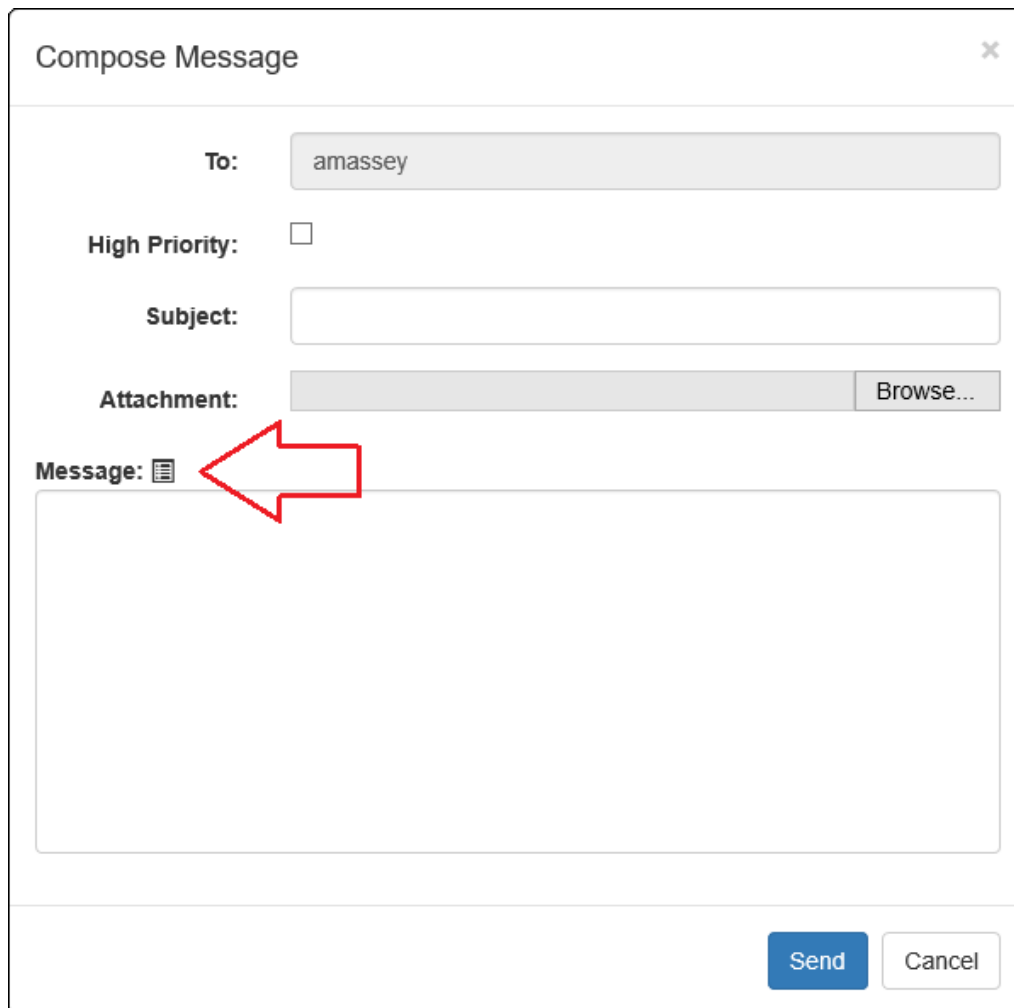
OR


If you are sure you want to delete the phrase, click the Delete button.

If you clicked the Delete button, the phrase is removed from the list.

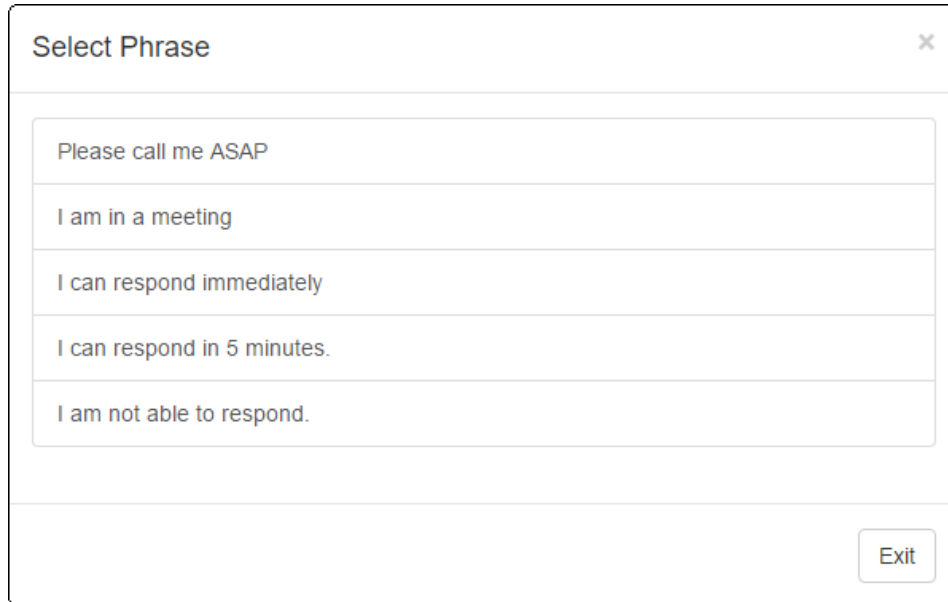
Using Quick Phrases in the Contact Web Application

Contact Web users can access Quick Phrases using the Phrases icon  located above the message field.



To choose a message from a list of quick phrases, click the Phrases icon  above the Message field.

The Select Phrase window displays a list of phrases that have been configured by your system or group administrator in the MSM Administration Web application.



Select the desired phrase.

The selected phrase is displayed in the Message field.

When you have finished composing your message, click the Send button to transmit the message.

Requirements:

- MSM Administration Web 6.7.7096.2 or later
- miSecureMessages Android App 4.1.1.89 or later
- miSecureMessages Apple App 6.7.0 or later
- miSecureMessages Contact Web 6.7.7076.1 or later

Amtelco Part Number: 232MP149 and 232MP153

