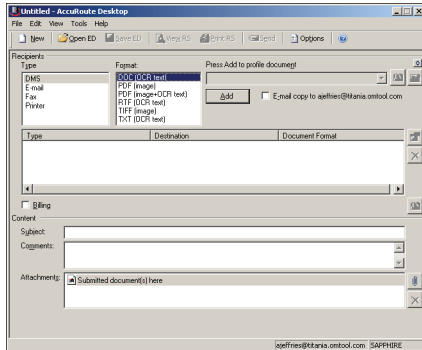


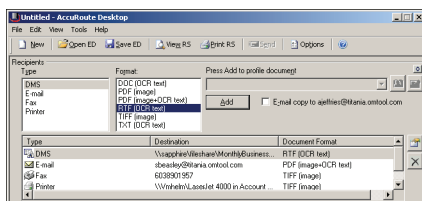
Sending a message using AccuRoute Desktop

To send a message using AccuRoute Desktop:

- 1 Start AccuRoute Desktop. (Go to Start > Omtool > AccuRoute Desktop.) Log in if prompted. The AccuRoute Desktop application window appears on your desktop.



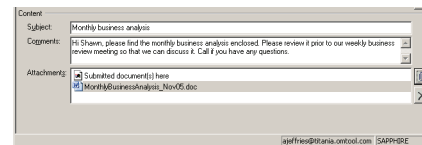
- 2 Enter a destination for your message:
 - a Go to the **RECIPIENTS** section, select the destination type in the **TYPE** menu, and select a delivery format for your message in the **FORMAT** menu. (The delivery format can be different for each destination.)
 - b Enter the destination address in the address field and click **ADD**, or click the address book icon, select a destination, and click **OK**.



- 3 Add content to your message:
 - a Go to the **CONTENT** section and enter a subject and comments for recipients.
 - b Attach any documents that need to be included with the message. Click the paper clip icon and do one of the following:

- Select **FILE** to attach a document that is stored on your computer or network. Go to the document, select it, and click **OPEN**. The document appears in the attachments list.

- Select **WEB DOCUMENT** to attach a web page. Enter the web page address, choose a file name for the document, and click **OK**.



- 4 Do any combination of the following:
 - **Send the message immediately** - Verify that your message has at least one attachment and click **SEND**. AccuRoute Desktop indicates that your message has been sent to the server.
 - **Save the message settings** - Click **SAVE ED** on the toolbar, enter a title for the ED, and click **SAVE**.
 - **Print a routing sheet that can be scanned with hard copy documents** - Save the message as an Embedded Directive. Then click **PRINT RS**. AccuRoute Desktop creates a Routing Sheet and displays it on your desktop. Print the Routing Sheet. Gather any hard copy documents that need to be included with your message and add the Routing Sheet to the beginning or end of the document. Go to a network scanner and scan your document using the instructions provided by your administrator. Your message can include both electronic and hard copy documents, so any electronic documents that are attached to your message are sent with the hard copy documents that are scanned.

For more information on sending messages using AccuRoute Desktop, consult the user guide at: <http://www.omtool.com/documentation/accuroute/v22/accuroutedesktop/accuroutedesktopv22userguide.pdf>