Step by Step Guide for Sending a Message in Weduc

- Once signed in to the Weduc app, tap on 'Read and send messages'
- A new window opens.
- Tap on the ✏️ icon to start a new message.
- To select a specific person/s – Type name in the "To" box, tap on 📢 icon
- Tap on person's name to select
- In the Content section
- *Message Subject* – this is a heading for your message
- *Message content* – type your message.
- To add an attachment
- Tap on one of the icons at the bottom of your screen to add either a picture, video or document
- Once you have finished and are ready to send your message tap on the ✈️ in the top corner of your screen

Please note that a phones make and model may vary the location of some of the icons.