RIT Message Center
Compose and Send Messages
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Logging into Message Center

Go to:  https://messagecenter.rit.edu/messageCenter/

Log in using your RIT computer account username and password.

Category Display

The initial screen in Message Center is ‘Category Display’. This screen will list all the categories you are authorized to use to send messages.

For each category you have two options

- Create a New Message (Create Message)
- View Previous Messages (History)

Pick a category and click on the ‘Create Message’ link.
Message Center: Create a Message

You can create a message with or without an image.

Create a New Message – without an Image

- Select who you will send the message to by clicking the check boxes for: Students, Faculty and/or Staff

- Enter a subject line for the message. This will be the subject in the email and in the portlet.

- Enter in your text. We recommend entering in just plain text and using the editor to stylize the message. TIP: By default, the browser editor double-spaces after each hard return. To single space, hold the shift key when clicking on the return.

- Stylize your message. The web editor has similar features including bold, underline, font size and color.

- Click preview message
  You will see a preview of the message. This emulates what your message will look like in an email and in the portal. Please note: Because of the styling of the portal, your message may not look exactly like it does in the preview but it should be very close. Several sample messages from Ritstaff have been tested and they have all looked good. If you send a message that doesn’t look correct please let us know.

- Click Send Message if you are ready to send the message or Click Edit Message to make additional changes.

Upload an Image and the Image Gallery
Upload Image Form

This form allows you to upload images into your message center image gallery. You can upload images in either gif or jpg format.

*Please note: The image must be smaller than 1MB, but be aware that larger images take longer to load and display poorly on some devices and mail applications.*

To upload the image:

- Click on the Browse button and select the image from your desktop machine.
- Enter a description for the image (the description will display as you hover your cursor over the image in your image gallery).
- Click the upload image button.

The image should now be the first image in your gallery.

Image Gallery

The image gallery shows the images you have uploaded to use in message center.

*Please note: The system does not require you to use the images you upload to message center. You can link to outside images but we do not recommend it.*

Currently there is no way to remove an image from your images gallery. This feature is on the list for a future release.

Create a New Message – with an Image

- **Upload your image** to your image gallery (see instructions above).
- **Select who you will send the message to** by clicking the check boxes for: Students, Faculty and/or Staff

- **Enter a subject line for the message.** This will be the subject in the email and in the portlet.

- **Enter in your text.** We recommend entering in just plain text and using the editor to stylize the message.

- **Stylize your message.** The editor has similar features as MS Word including bold, underline, font size and color.

- **Insert the image** by putting your cursor in the message where you want the image and then click on the image (in the image gallery) to be inserted.

- **Click preview message**
  - You will see a preview of the message. This emulates what your message will look like in an email and in the portal.
  - Please note: Because of the styling of the portal, your message may not look exactly like it does in the preview but it should be very close. Several sample messages from Ritsstaff have been tested and they have all looked good. If you send a message that doesn’t look correct please let us know.

- **Click Send Message** if you are ready to send the message or **Click Edit Message** to make additional changes.
Templates

Message Center has four standard templates available to be used.

- **Show templates.** To see the available templates, click on the template button in the message editor toolbar.

- **Choose a template.** Click on the menu to see the other choices (the menu displays “Text Only Template” by default).

Please note: Templates use official RIT logos and graphics and should therefore be used as appropriate.
Using HTML

An advanced feature is the Source Code option. This is handy if you already have a message already composed in HTML or you are familiar with HTML and want to tweak your message.

- **View the source code.** Click on the Source Code button.

- **Replace or Edit the HTML.** Using this window, either replace the HTML in this window with your existing HTML message or use this to reveal and review your existing HTML. Click on “OK.”
Previewing Your Message

There are two ways to preview your message before you send it.

- **Preview within Message Center.** After you done creating your message, click on the “Preview Message” button located in the lower left of the Create Message screen.

- On the “Preview Message” screen, you will have an additional option to send the message to yourself by email to preview how it will look in your mail client.
Message History

From the Category Display screen you can view previous messages for a category by clicking on the History link.

This brings up the list of all the previous messages sent using this category.

Click on the message subject to view the message.
This will display the message as well as which groups the message was sent to.

You can copy and paste a previous message to create a new one. This is helpful for sending a message that is similar to a previous one or to use the header and footer from a previous one.

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**Category:** General Announcements - Information Technology Services  
**Created by:** Shawn Whiteside  
**Created Date:** December 7, 2006 5:59:31 PM

**This message was sent to the following account type(s):**
- Staff 12/7/06 5:59:32 PM

**Message Subject:** December 7, 2006 5:59:31 PM

**Message Text:**

Message Center Training is coming soon! If you already haven't registered for a training online or contact Michelle Corneta.

*ITS*  
Information Technology Services  
[http://www.rit.edu/its](http://www.rit.edu/its)
Logging out of Message Center

Once your work has been completed in message center please log out using the logout button in the menu bar.

If you are using a public machine please exit out of the browser completely.