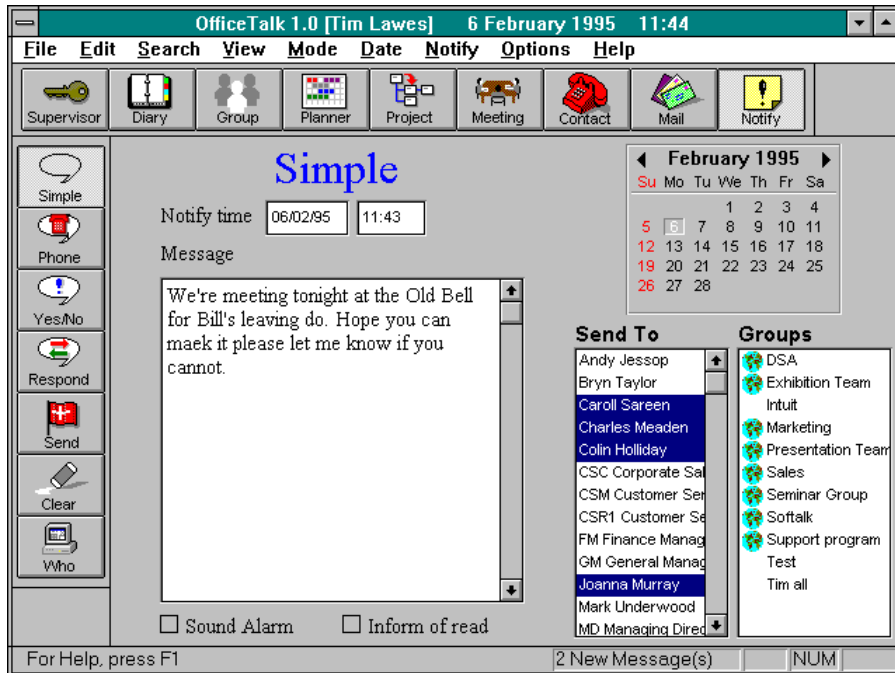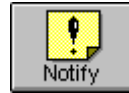# Notify Mode

Notify Mode (Simple View)

Notify Mode lets you compose and send messages directly to other users screens. This may be considered a more urgent form of EMail. Provided that the recipient is running OfficeTalk, regardless of what application the recipient is currently working in, any message received will appear over the top of all other windows, ensuring that you are made aware of the message.

Notify Mode provides four different *Notification Styles*. These are:

- *Simple* Format
- *While You Were Out* Format
- *Yes/No* Format
- *Respond* Format

Simple Format

The *Simple* format notification is used to send one-way messages to other OfficeTalk users.

❶   Write the message into the Message Window.
❷   Select the user(s) to whom you wish to send the message.
❸   Specify a date (using the calendar) and time into the *Notify Time* field when you want the notification to be sent.

❹   Press the [Send] button.

When the Simple notification arrives, it appears as shown below:
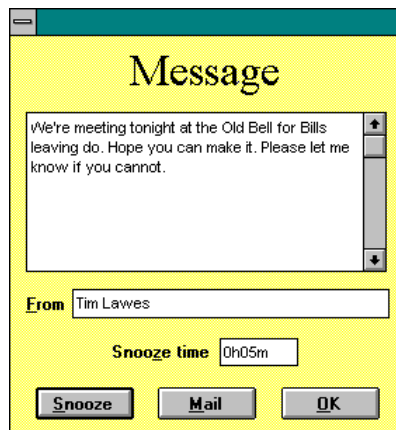
Simple notification

The Simple notification displays the message and who it was from. Pressing the **Snooze** button will close the notification and instruct it to pop up at a later time, depending upon the specified *Snooze time*. The **Mail** button allows you to *mail* the notification to yourself so that you can store it in a folder. Pressing the **Mail** button will pop up the Mail Notification dialog box.
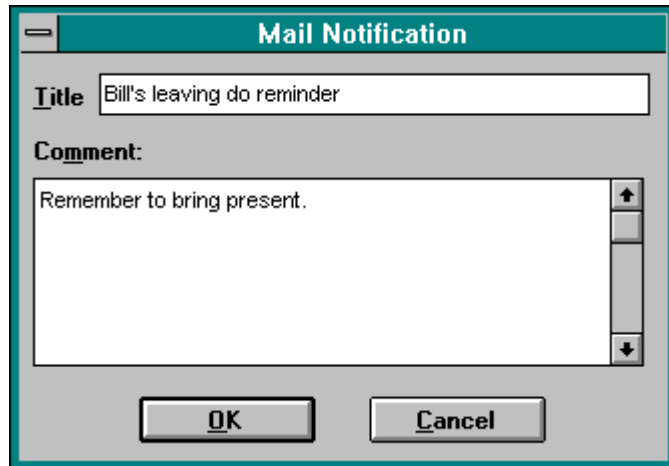
Mail Notification dialog box

You may specify the subject for the mail message and any additional comments. When you press **OK** the notification will be mailed to your Incoming Mail folder in Mail Mode, along with the additional information provided.

Pressing the **OK** button on the pop up notification will close the notification.

While You Were Out Format

The *While You Were Out* format notification is used to send telephone messages to other OfficeTalk users.

❶   Enter the name of the telephone caller into the *Name* field. Enter the caller's company into the *Of* field and the caller's phone number into the *Phone no.* field. Select the appropriate check box(es) to indicate the reason for calling and enter any other message into the Message Window.

❷   Select the user(s) to whom you wish to send the message.

❸   Press the [Send] button.

Notify Mode (While You Were Out View)

When the While You Were Out notification arrives, it appears as shown below:
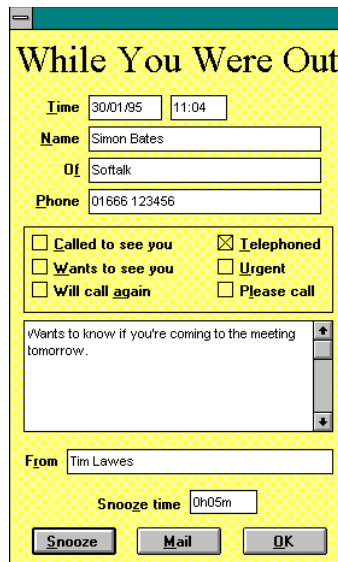
While You Were Out notification

The While You Were Out notification displays the message and who it was from. Pressing the **Snooze** button will close the notification and instruct it to pop up at a later time, depending upon the specified *Snooze time*.

The **Mail** button allows you to *mail* the notification to yourself so that you can store it in a folder. Pressing the **Mail** button will pop up the Mail Notification dialog box.
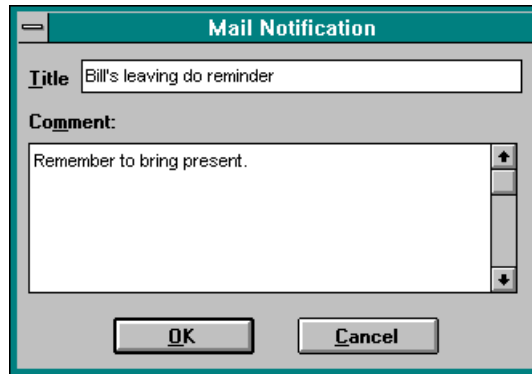
Mail Notification dialog box

You may specify the subject for the mail message and any additional comments. When you press **OK** the notification will be mailed to your Incoming Mail folder in Mail Mode, along with the additional information provided.

Pressing the **OK** button on the pop up notification will close the notification.

Yes/No Format

The *Yes/No* format notification is used to send messages to other OfficeTalk users, allowing them to reply either yes or no.
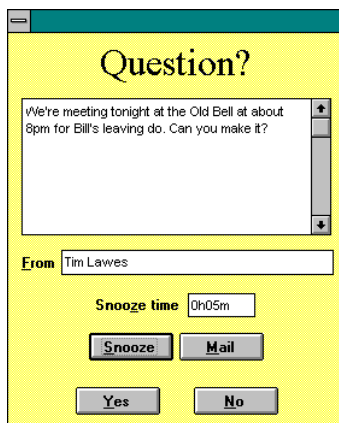
❶   Write the message into the Message Window.
❷   Select the user(s) to whom you wish to send the message.
❸   Specify a date (using the calendar) and time into the *Notify Time* field when you want the notification to be sent.

❹   Press the [Send] button.
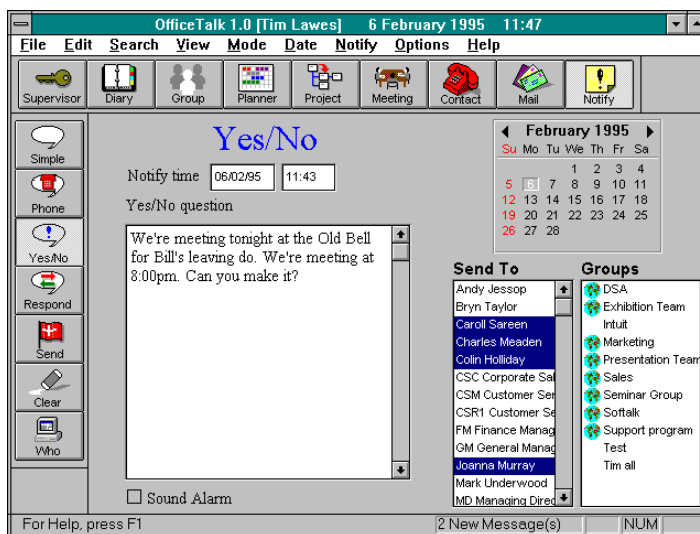
Notify Mode (Yes/No View)

When the Yes/No notification arrives, it appears as shown below:

Yes/No notification

The Yes/No notification displays the message and who it was from. Pressing the **Snooze** button will close the notification and instruct it to pop up at a later time, depending upon the specified *Snooze time*.

The **Mail** button allows you to *mail* the notification to yourself so that you can store it in a folder. Pressing the **Mail** button will pop up the Mail Notification dialog box.
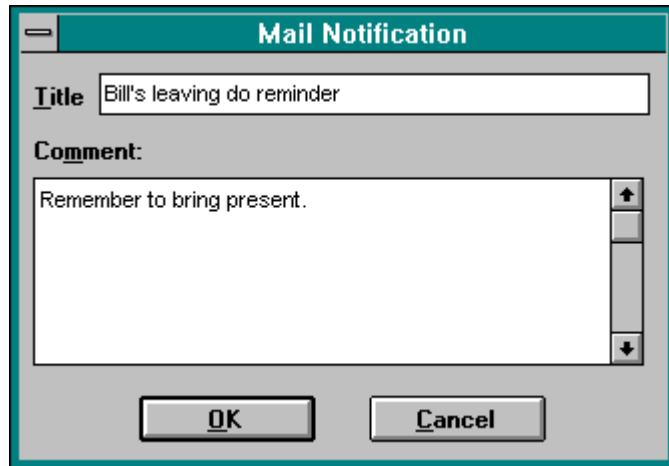

Mail Notification dialog box

You may specify the subject for the mail message and any additional comments. When you press **OK** the notification will be mailed to your Incoming Mail folder in Mail Mode, along with the additional information provided.

You may press either the **Yes** or **No** button on the popup notification, depending on the required response to the message.

The originator of the Yes/No notification will be informed of the recipients reply with a Simple notification, as shown below:
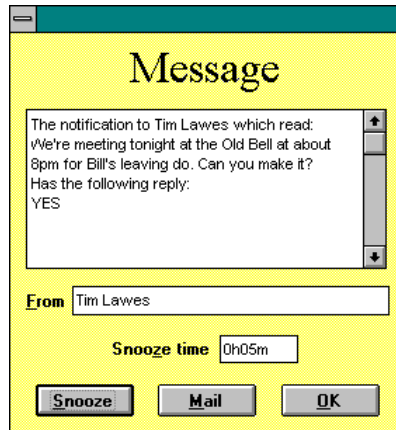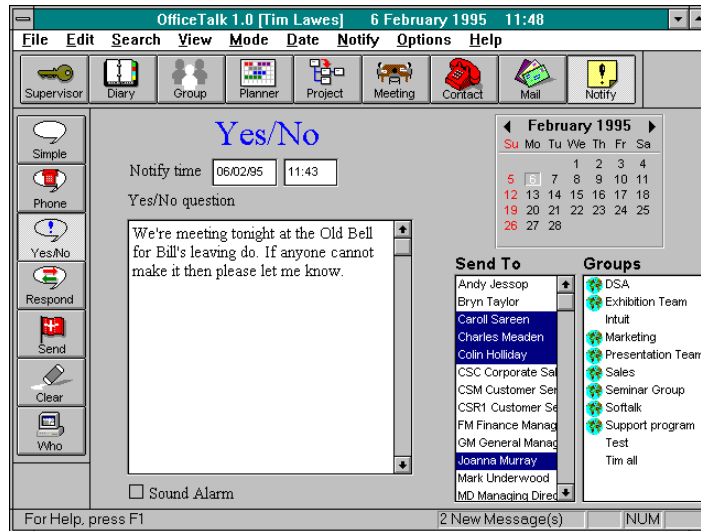
Reply from a Yes/No notification

Respond Format

The *Respond* format notification is used to send messages to other OfficeTalk users, allowing them to reply to the message.
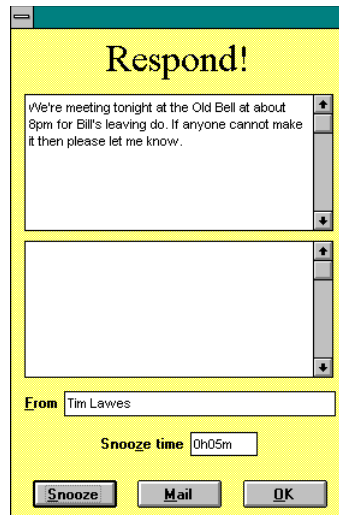
❶   Write the message into the Message Window.
❷   Select the user(s) to whom you wish to send the message.
❸   Specify a date (using the calendar) and time into the *Notify Time* field when you want the notification to be sent.
❹   Press the [Send] button.

Notify Mode (Respond View)

When the Respond notification arrives, it appears as shown below:

Yes/No notification

The Respond notification displays the message and who it was from. Pressing the **Snooze** button will close the notification and instruct it to pop up at a later time, depending upon the specified *Snooze time*.

The **Mail** button allows you to *mail* the notification to yourself so that you can store it in a folder. Pressing the **Mail** button will pop up the Mail Notification dialog box.
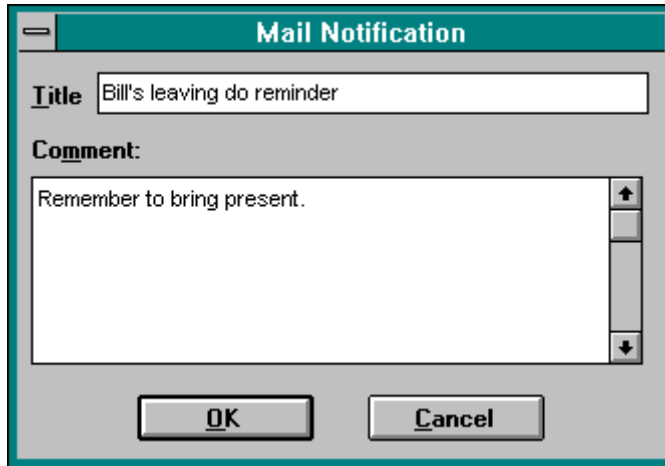

Mail Notification dialog box

You may specify the subject for the mail message and any additional comments. When you press **OK** the notification will be mailed to your Incoming Mail folder in Mail Mode, along with the additional information provided.

You may reply to the message in the Respond window. When you have entered your response, press the **OK** button on the popup notification.

The originator of the Respond notification will be informed of the recipients reply with a *Simple* notification, as shown below:
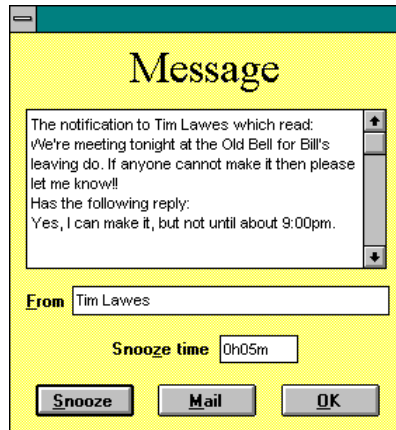
Reply from a Respond notification

Changing the Polling Frequency

OfficeTalk checks for any pending notifications every three minutes, by default. You can change this by selecting **General Preferences** from the **Options** menu and entering a value into the *Check Mail Every n seconds* field.