



## Quick Start Tutorial: AwrelCONNECT

A step-by-step guide to secure messaging & file sharing

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## 1. Introduction

### Purpose

Show how to get started with AwrelCONNECT quickly.

### What You'll Learn

- Log on to AwrelCONNECT
- Navigate the User Interface
- Manage contacts
- Send secure messages
- Attach and share files

## 2. Getting Started

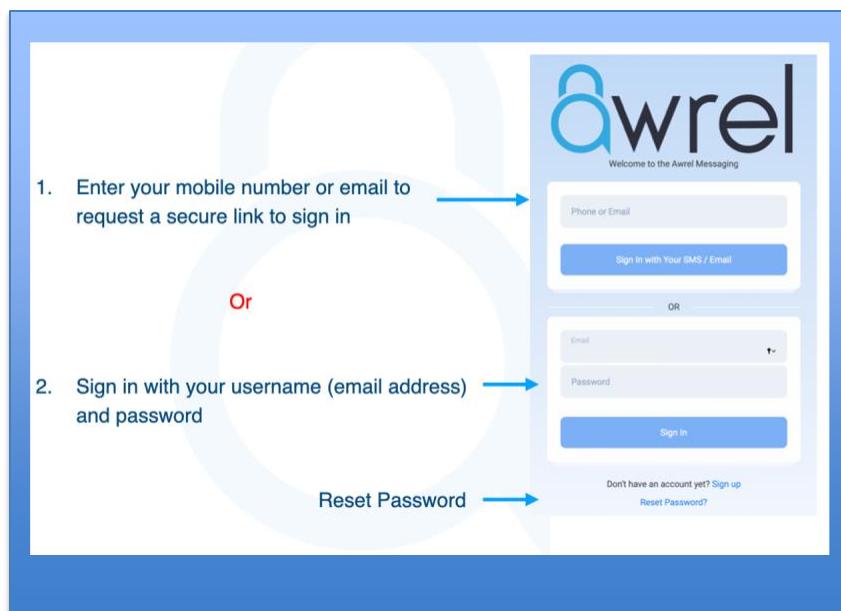
### 2.1 Log In

1. Open your browser to [www.awrelconnect.com](http://www.awrelconnect.com)
2. Enter your clinician Username & Password
3. Click Sign In

*Tips:*

- Can't remember your password? **Click Reset Password.**
- You can access your messages by entering your email address or mobile number to **request a secure link to your account.**
- Open AwrelCONNECT via your web browser. Ensure your device has a stable internet connection

Fig 1. Log in



### 3. Navigate the User Interface

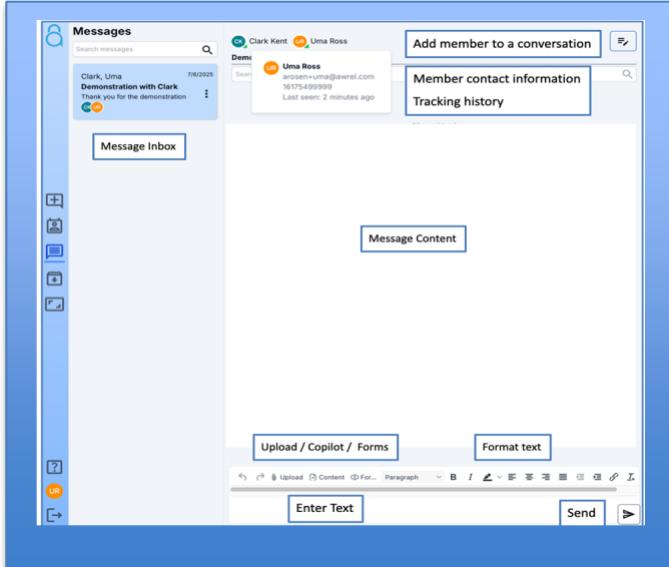
#### 3.1 Left-Sidebar Icons

##### Icon      Function

	Start a New Thread
	Contacts – Manage contacts: members, guests, groups
	Messages – View & continue conversations
	Archive
	Forms library, Content library, AwrelCONNECT Copilot
	Group Management
	Help – Support & FAQs
	Log out

#### 3.2 AwrelCONNECT LANDSCAPE

Fig 2. UI Map



#### Functions

- Message Inbox
- Message Content
- Add member to a conversation
- Track history
- Upload files
- Forms library
- Content and Co-pilot
- Text field
- Send button

## 4. Manage Contacts

### 4.1 Add a New Contact: AwrelCONNECT member or guest

1. Click the Contacts icon on the left
2. Click + Add Contact
3. Fill in: Name, Email, or Mobile Number
4. Click Create

*Tips:*

*The contact list is filtered to show all contacts, members, guests, and groups.*

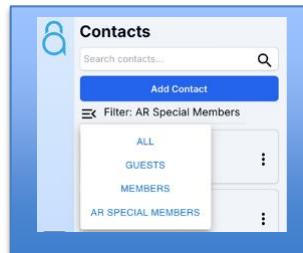


Figure 3. Add Contacts

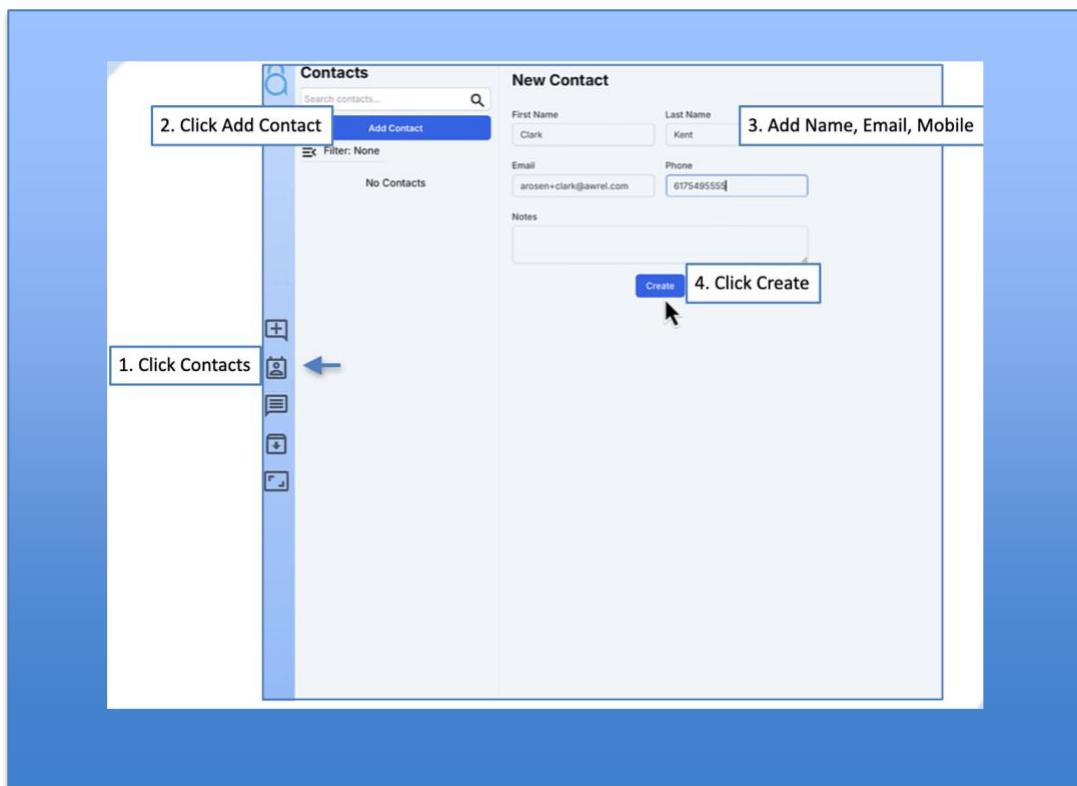


Fig 4. Select Message Recipient

## 5. Send Secure Messages

### 5.1 Select a Recipient for a New Message

1. Click the ICON for the contact list
2. Select the recipient in the contact list
3. Click send message

*Tip: A new message can also be created by clicking this ICON*

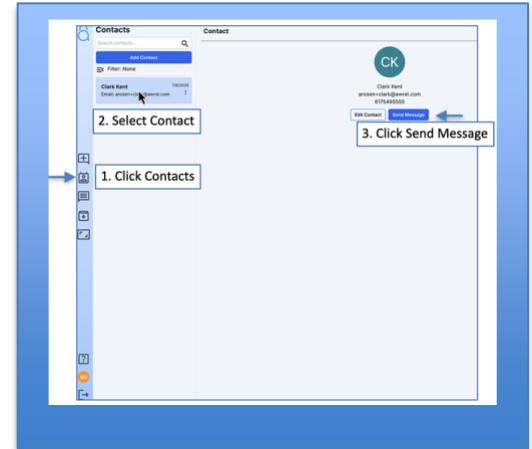
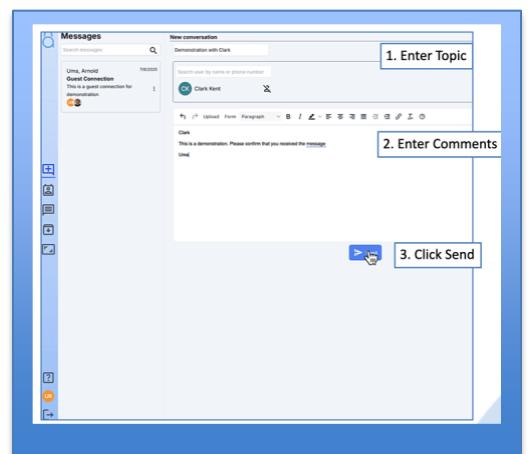


Fig 5. Start New Message

### 5.2 Create a New Message

1. Enter Topic of Message (optional)
2. Enter Comments
3. Click send message

*Tip: You can click on upload and add files to a new message*



## 6.1 Attach a File

1. In the New Message window, click the paperclip icon
2. Drag & drop or click Browse... to select your file
3. Confirm thumbnail appears underneath the message box

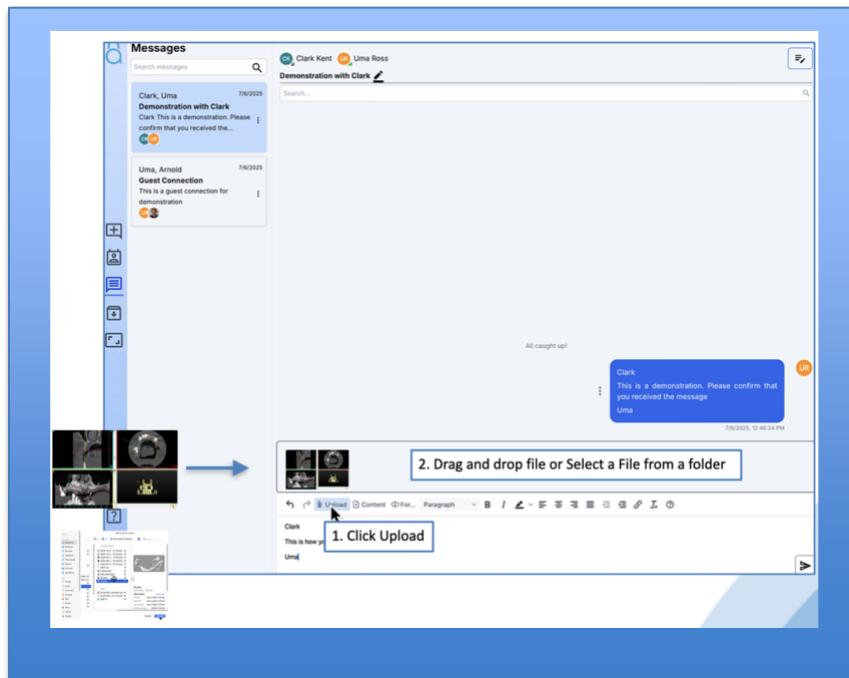
*Messages and files appear in the thread*

*The recipient receives a secure link by email /SMS*

*Tips:*

- *Avoid creating a new thread for every entry with a recipient.*
- *Work with a single thread to maintain continuity and documentation.*
- *Use search features to access old attachments and conversations*

*Fig 6: Add a File to a Message*





For additional information, questions, or support:

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