

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
- 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



3.1 Left-Sidebar Icons

Icon	Function
Ð	Start a New Thread
	Contacts – Manage contacts: members, guests, groups
	Messages – View & continue conversations
€	Archive
۳.,	Forms library, Content library, AwrelCONNECT Copilot
\bigcirc	Group Management
?	Help – Support & FAQs
[→	Log out

3.2 AwrelCONNECT LANDSCAPE

Fig 2. UI Map

a	Search messages Q	😋 Clark Kent 😋 Uma Ross	Add member to a conversation
	Clark, Uma 7/6/2025 Demonstration with Clark Thank you for the demonstration	Sear Uma Ross arosen+uma@awret.com 1617549999 Last seer: 2 minutes ago	Member contact information Tracking history
	Message Inbox		
Œ			
		Mess	age Content
€			
_		Upload / Copilot / Forms	Format text
2		ら ぐ 🔋 Upload 🕒 Content ① For Pa	ragraph ∨ B <i>I ∠</i> ∨ E 8 3 1 1 1 1 1 1
™		Enter Text	Send

Functions

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

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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.

u		-
L.	Search contacts	Q
	Add Contact	
	E Filter: AR Special Memb	ers
	ALL	
	GUESTS	:
	MEMBERS	
	AR SPECIAL MEMBERS	

Figure 3. Add Contacts

2. Click Add Contact Add Contact
1. Click Contacts

Fig 4. Select Message Recipient



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 **1** paperclip icon
- 2. Drag & drop or click Browse... to select your file
- 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

	Messages		-
	Search messages Q		-7
	76/202		0
	Demonstration with Clark		
	Clark This is a demonstration. Please		
	CO		
	Uma, Arnold 7/6/2021		
	Guest Connection This is a guest connection for		
	demonstration		
0	±		
(1		
ſ	T		
Ľ		All caught up!	
as (102		The is a demonstration. Please confirm that you received the message time	
, Eller		2. Drag and drop file or Select a File from a folder	
A	2]	Southeast @ Content @ For_ Paragraph ~ B I ∠ ~ F 중 권 표 관 관 8 I ①	
	1	This is here ye	
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For additional information, questions, or support: Phone: 855-52-AWREL (855-522-9735) Email: Info@Awrel.com

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