VMS
Home Page & Messaging

presented by Ralph Thompson, UCCE Master Gardener
UCCE Master Gardener Program of Riverside County

The VMS Home Page

presented by Ralph Thompson, UCCE Master Gardener
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Home Page Layout . . .

Slide 3:
- Navigation & Banner
- Left News Panel
- Right Information Panel

Home Page Layout . . .

Slide 4 labels:
- Banner
- County Banner
- Navigation Bar
- News / Announcements
- Hours Summary
- Upcoming CE
- Link to CE Recordings
- Your Upcoming Events
- Statewide Coordinator Msg
- Cathy Konyn Honorees
- Statewide FAQs
- Statewide News
- Links (State & Local)

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VMS Messaging

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- **All** VMS users can send messages to the county roster

- VMS Messaging is **not** private

- **All** messages can be viewed by the targeted recipients and by anyone on the roster

- Messages are sent to the email address in the roster profile and, for addressees (individual or group), will appear in the *Your Inbox* section of VMS Messaging

VMS Messaging . . .

Searching Messages . . .

Viewing Messages . . .

Sending a Message . . .

Email History . . .

Slide 11

Sending a Message . . .

Slide 12

Sending a Message . . .

Sending a Message . . .

VMS Messaging Demo

Tips & Tricks . . .

- ❖ **Remember** the _Desert Area and _West County Area "Interests" geo-tag options

- ❖ VMS Messaging is **NOT** private

- ❖ **Remember** you are not included when you send a message
  - ➢ **Send** a copy to yourself so you see what the recipients see

- ❖ **Attachments** can be very helpful; however, be aware of file size (5MB limit)

- ❖ **Patience is a Virtue** – even when sending a VMS Message

Questions?

Next Month's Topic
Entering Hours