

# SMS - iOS

Last Modified on 05/13/2024 3:12 pm EDT

Read on to learn about sending SMS messages.

## Overview

There are two ways to message in MultiLine: from the Messages screen and Contact details.

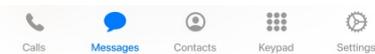
## Before you start

- Your organization can enable or disable certain functions, including:
  - Messaging, group messaging, or picture messaging
  - Required opt-in messages
  - Message filtering
- If you have questions about what functions are enabled, contact your IT group for assistance.

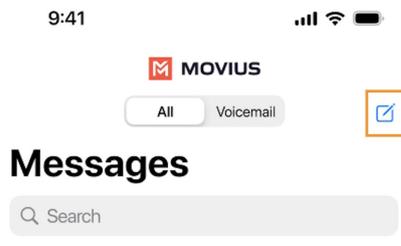
## How to compose a new SMS

From the **Messages** screen, you can see your conversation history and compose new messages.

1. Go to **Messages**.



2. Select the **New Message** icon.



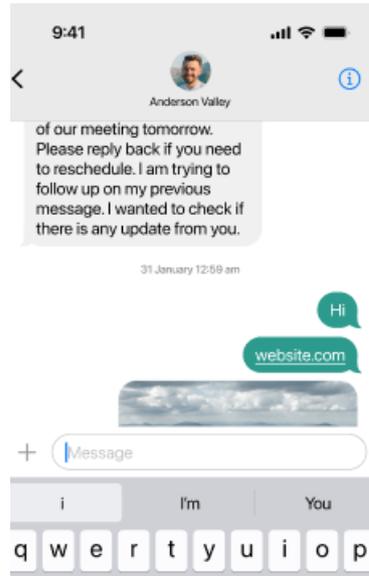
3. Enter a number manually, or type the name of an existing contact

**Note:** You must type at least 3 numbers or characters before results will appear. Tap a result to send start a conversation with that contact.

**Note for Exchange Contacts users:** This will not find all the contacts in the GAL, only ones that are stored in the app, or saved as a contact in Exchange.



4. Enter your message in the **Message** field.



## How to reply to SMS

1. Go to **Messages**.
  2. Select anywhere on a message to reply.
  3. Enter your message in the **Message** field and send.
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