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# IT Training - AthenaText

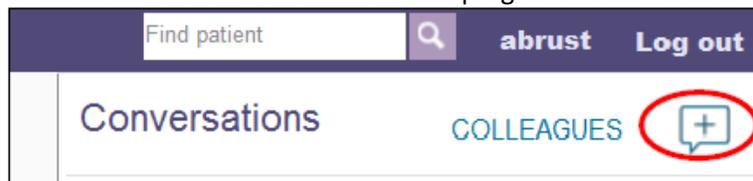
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1. Log into Athena as you normally would.

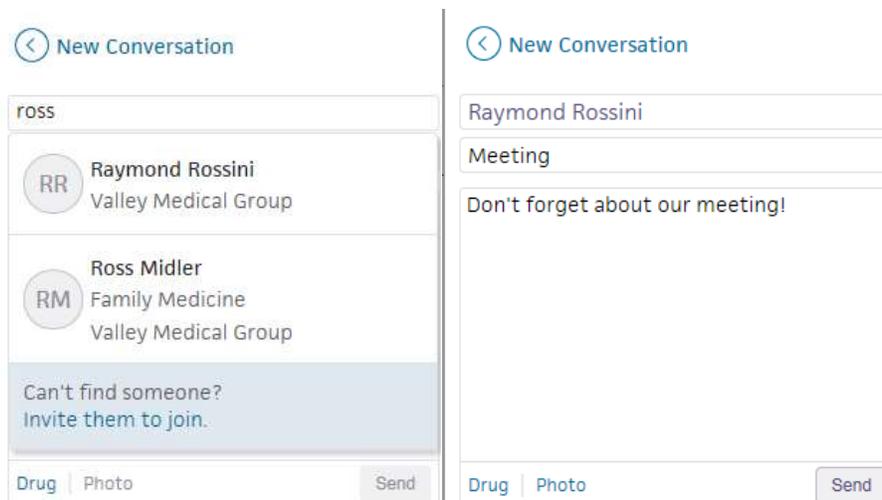
2. Click on the athenaText chat icon in the lower right hand corner of Athena to open up the conversation panel, and then click **Get Started**. You only have to do this once.



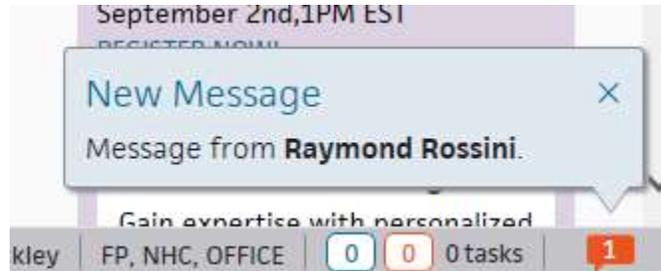
3. To **start a conversation**, click on the + chat icon located at the top right hand corner of the athenaText panel.



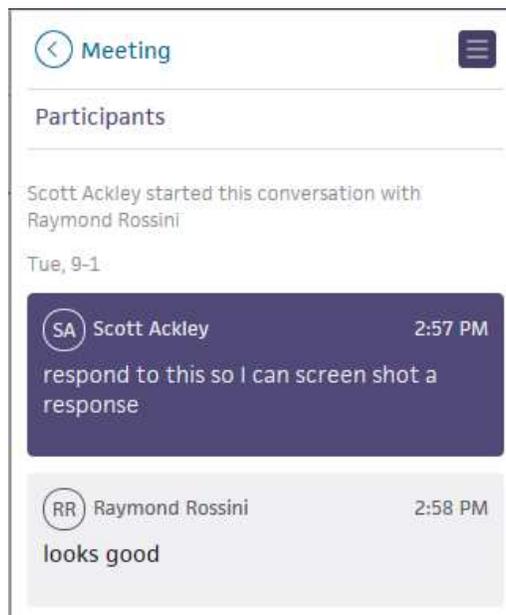
4. To **create a message**, enter the name of the recipient or recipients in the **To** field, then enter the **topic** of the conversation (optional) and **message**. The names will start to show as you type and you can click on who you need to talk to. Click Send when done.



5. When you get a message you will get a pop up in the corner of Athena. You can just click on the pop up or the orange message icon and your message will appear.



6. It will look like this when you do. You can either respond or close the conversation by clicking the arrow to the left of the Subject name ("Meeting" in the example). You can close the conversation panel by clicking the chat icon in the bottom right again.



There is also an app you can download for your phone which is available in the Google Play Store and the app store in iTunes. The name of the app is **athenatext** . You just need to download it, log in with your Athena information and create a 4 digit pin. You will get notifications on your phone when you receive a message and you can type back just like a typical text messaging app.