Contents for WinPopup Help

WinPopup enables you to send a message to your entire workgroup or to a specific person or computer. If you are running a network other than the Microsoft Windows Network, WinPopup may not be set up.

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Clearing a Message

When you are done reading a message, you can delete it from the window.

To clear a message

▶   On the toolbar, click the Clear Message button. Or choose Discard from the Messages menu.

Sending a Message

You can send a message to one person or a group.

To send a message
1 On the toolbar, click the Send Message button. Or choose Send from the Messages menu.
2 In the Send Message dialog box, select User Or Computer to send a message to an individual, or select Workgroup to send to everyone in your workgroup.
3 In the Message box, type your message.
4 Choose the OK button.

Viewing a Message

You can page backward and forward through your messages.

To view a message

▸ From the toolbar, click the Previous or Next button. Or choose Previous or Next from the Messages menu.

Setting Options

There are various ways you can be notified that a new message has arrived. You can either specify that the WinPopup window open so the message is displayed, or you can choose to be alerted by a sound. You can also choose to have the WinPopup window be on top of all open windows at all times.

To set options

1 From the Messages menu, choose Options.
2 Select the options you want.
3 Choose the OK button.

Starting WinPopup

WinPopup must be running for you to be able to receive messages. You can either start WinPopup each time you log on to your computer by double-clicking the WinPopup icon (in the Network group), or you can have it start automatically when you start Windows.

To set up WinPopup to start automatically
1 In the Control Panel window, choose the Network icon.
2 In the Microsoft Windows Network dialog box, choose the Startup button.
3 In the Startup Settings dialog box, select the Enable WinPopup check box.
4 Choose the OK button.