



Message Magic Training

Welcome to Message Magic



Step-By-Step
Training



Message Magic Training

Step 7

Responding to Your Contacts





Organizing Your Contacts

You should now have people responding to your initial contact message.

- ❖ Each new contact will automatically go into your "All Contacts" and "Ungrouped" Skype folders
- ❖ When you drag and drop a contact from the "Ungrouped" into another group, they are removed from "Ungrouped" but always remain in the "All Contacts" folder
- ❖ You can place a contact in more than one group
- ❖ You can remove a contact from a group by right clicking on their name and removing them from any group they are in
- ❖ You can remove them entirely from your Skype contacts in the same manner by clicking on "Remove from All Contacts"



Organizing Your Contacts

- ❖ Some people will just add you as a contact
 - Look at their profile and check their language
 - Create a Skype Group for each language (as explained in Step 4 – Skype Group Set-Up) E.g.:
 - MM English Responded
 - MM Spanish Responded
 - Drag and drop each contact into the appropriate group
- ❖ Others will send a text chat to you or even call you
 - Respond to them as soon as possible
 - It may be best to create an “MM Communicating” group as sending a group follow-up message to some of these people may not be appropriate



Once People Have Added You as a Contact

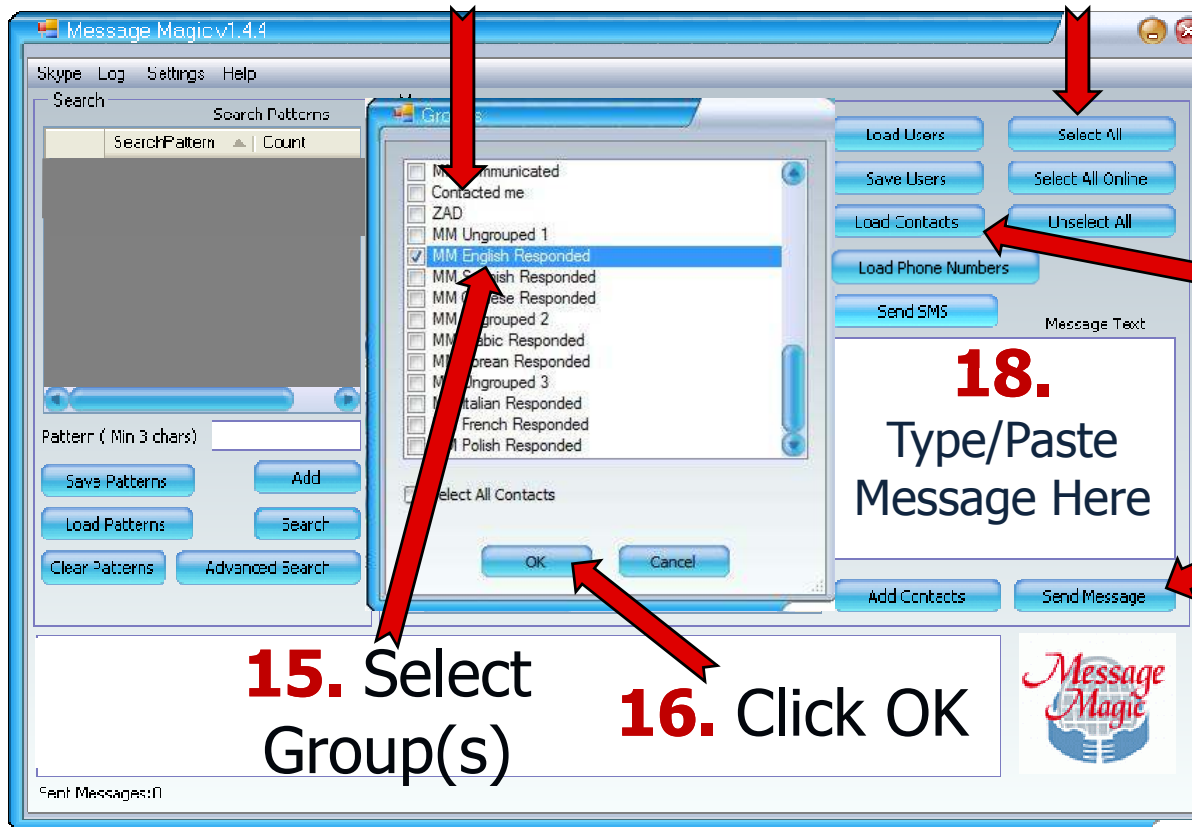
Send a follow-up message to your new contacts.

- ❖ Send individually or to one or more groups at a time
- ❖ It is best to send a message to a group in their own language
- ❖ You are looking for anybody, especially bilinguals – English & any other language
- ❖ To send a message to a group in another language
 - Copy the message you want to send
 - Go to “Google Translate” or another translator. Bookmark it for quick access in future
 - Copy your message into the text box
 - Select your language – E.g. English
 - To be translated into your desired language
 - Copy & paste the translation into:
 - Message Magic and a word doc for future use



Sending The Follow-Up Message

17. Select Individuals or Select All



14. Load Contacts

19. Send Message

15. Select Group(s)

16. Click OK

18. Type/Paste Message Here

Once you have sent a follow-up message, create another Skype group for those contacts. E.g. MM English FollowUp1



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Thank you for watching this Message Magic training session.

We look forward to working with you personally to make Message Magic work for us all.

Your Message Magic Support Team

