

**To receive notification when a document is printed**

- ▶ Make sure WinPopup is running.

**Tip**

- For information about starting WinPopup automatically every time Windows starts, click Related Topics below.

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{button ,AL("A\_TRAY\_START\_PROG\_AUTO"); [Related Topics](#)}

**To send a pop-up message**

- 1 On the Messages menu, click Send.
- 2 To send a message to an individual, click User Or Computer.  
To send a message to everyone in your workgroup, click Workgroup.
- 3 Fill in the requested information, and then type your message.

A workgroup is a subgroup of computers connected by a network. The computers in your workgroup probably contain most of the network resources (files and printers) you use.

Workgroups are usually created and maintained by system administrators.

### To read a pop-up message

- 1 Click the [WinPopup icon](#) on the taskbar after it has popped up.
- 2 The current message is visible. To see other messages, click Next or Previous on the Messages menu.

### Notes

- WinPopup must be running for you to receive pop-up messages.
- WinPopup messages cannot be saved.

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{button ,AL("A\_TRAY\_START\_PROG\_AUTO")} [Related Topics](#)

**To delete a pop-up message**

- ▶ On the Messages menu, click Discard to delete the current message, or click Clear All to delete all messages.



The WinPopup icon when no messages are available to read.



The WinPopup icon when messages are available to read.

Click [Help Topics](#) to return to the list of topics.

Displays any messages that have been received.



Specifies the recipient(s) of your message (one computer, or everyone in a workgroup), and provides a space for you to type the computer name or workgroup name.

Provides a space for you to type a message to send.

Specifies whether a notification sound is played whenever a message arrives.

Specifies whether other windows can cover up the WinPopup window.

Specifies whether the WinPopup icon should pop up whenever a message arrives, or whether no pop-up notification is provided.

Sends the message you typed to the computer or workgroup you specified.

