

**CHECK INCOMING ARGUS DOCUMENTS:**

Incoming documents from Argus will go into a shortcut folder on your desktop.

The shortcut points to C:\Program Files\Argus\Incoming

1.

*Used to see who is using Argus. A broad search utility.*

**COMPLETE USERS SEARCH FOR ARGUS USERS:**

Anyone you wish to send to using Argus must be an Argus User.

1. Go to: [www.argusconnect.com.au](http://www.argusconnect.com.au) & Click on "Argus Users Search" (if prompted for a site identifier, please contact our support desk on the number listed at the bottom of this sheet.)
2. Add your search criteria. A common search we do is: "Postcode" in the first Dropdown box, "Starts With" in the second box, and enter the first 2 or 3 numbers of your postcode in the third box.
3. Click "Add Criteria" Button. You can repeat step 2 to add more information to search for.
4. Scroll down the page and click Search the Argus Users Directory.  
You can now print out this list, or review it periodically.

2.

*Add the users to your Argus Address Book.*

**ADDING ARGUS USERS TO YOUR ARGUSMAIL ADDRESS BOOK:**

Anyone you wish to send to using Argus must be in your Argus Address Book.

1. Open ArgusMail. (If prompted for a username/password/etc, please contact Argus Support)
2. Click on "Tools" (up the top) and click on "Address Book".
3. Click "Add" to bring up the box to search for the person you wish to add.
4. Type in the name (or part name) of the practitioner or practice you'd like to add.
5. Highlight the name of the practitioner and click "Add". Click "Yes" if you are sure.
6. Take note of the email address for this practitioner as it will be required in the next section.
7. Repeat the process to populate your address book with all the practitioners you wish to send to.

3.

*Send the document using Microsoft Word.*

**SENDING AN ENCRYPTED EMAIL USING ARGUS IN MICROSOFT WORD:**

1. After typing your letter, go to Argus -> Send Mail.
2. Browse from the Address Book Dropdown list & Select the person you wish to send to.
3. A new Argus Mail window will come up. Press Send.
5. You'll then be prompted with one of the following:
  - a) Argus will not be able to guarantee delivery of the message. Do you still wish to proceed? (Choose No - and contact Argus Support)
  - b) Would you like to send encrypted messages to all recipients with encryption certificate? (Choose Yes - your message has been sent successfully)

**Argus Messenger**

**User:** \_SYSDBA\_\_\_\_\_

**Pass:** \_masterkey\_\_\_\_\_

**Argus Mail**

**User:** \_\_\_\_\_

**Pass:** \_\_\_\_\_

**Argus Support:**

Phone: (03) 5335 2221

Email: [support@argusconnect.com.au](mailto:support@argusconnect.com.au)

Web: [www.argusconnect.com.au](http://www.argusconnect.com.au)