

# How to Send a Message with Apple Messages

To send a message on Apple Messages, open the Messages app ? Open a new message ? Choose a recipient ? Type in your message ? Hit send. Tap on the Messages app.

Method 1 of 2:

iOS

1.



**Tap on the Messages app.**

2.



**Tap the new message icon.** It's at the top right corner of the screen and looks like a pencil on paper.

3.



**Type in a recipient.** It can be a name from your address book, a phone number, or an email address.

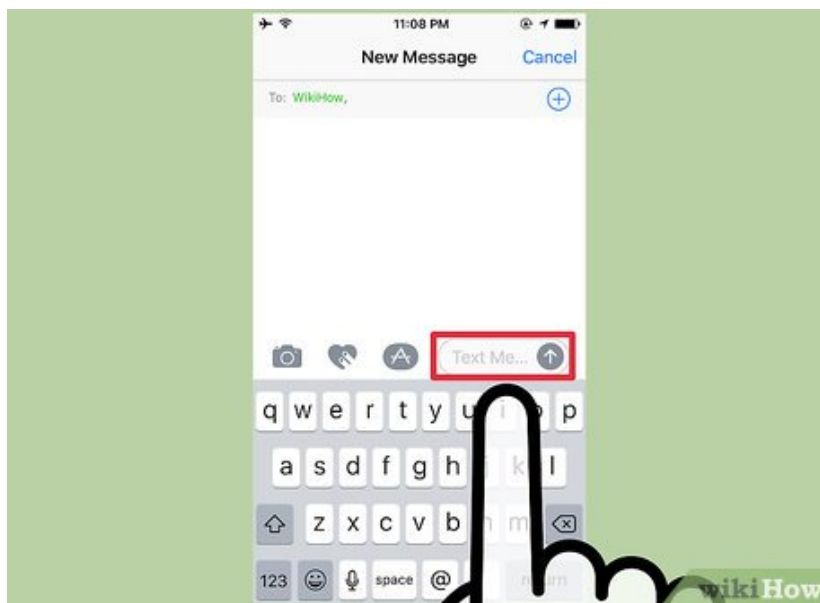
1. Alternatively, you can tap  to add a contact directly from your address book.

4.



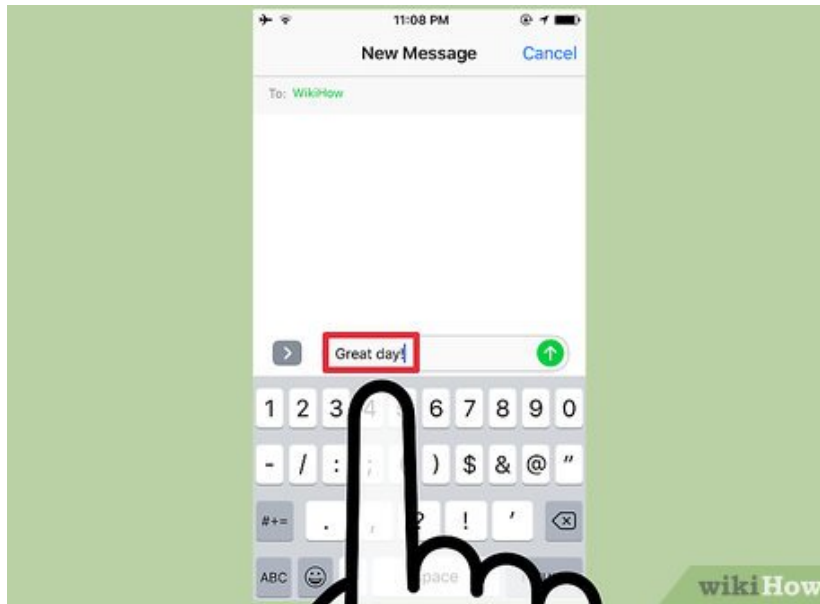
**Tap on the recipient's name in the results below.** If the person isn't in your contacts book, their number will appear with no name attached.

5.



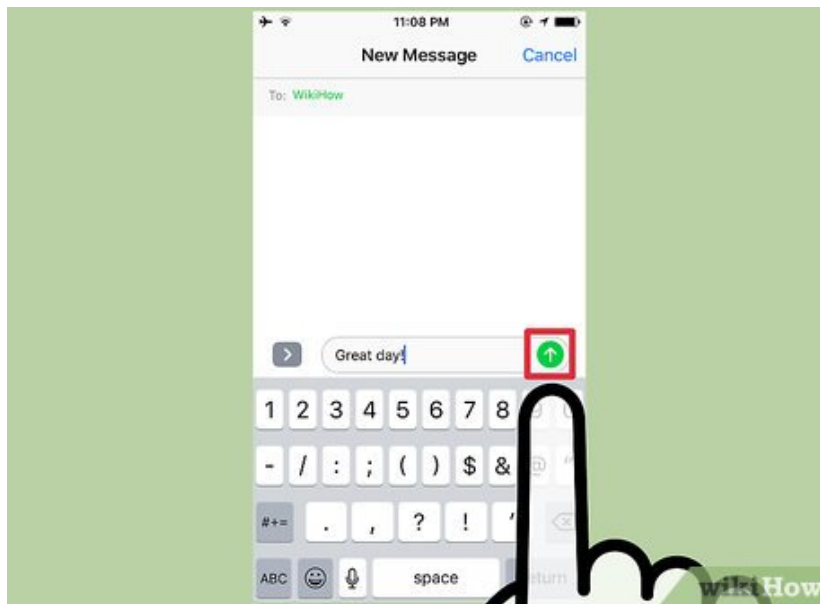
**Tap on the message bar.** It appears above the keyboard.

6.



**Type in your message.**

7.

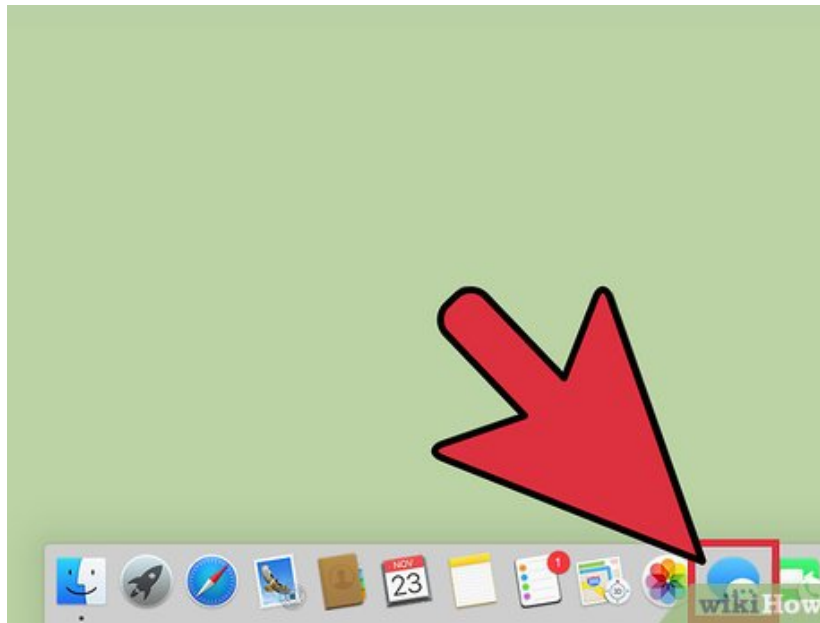


**Tap the blue or green send arrow. Your new message will be sent!**

Method 2 of 2:

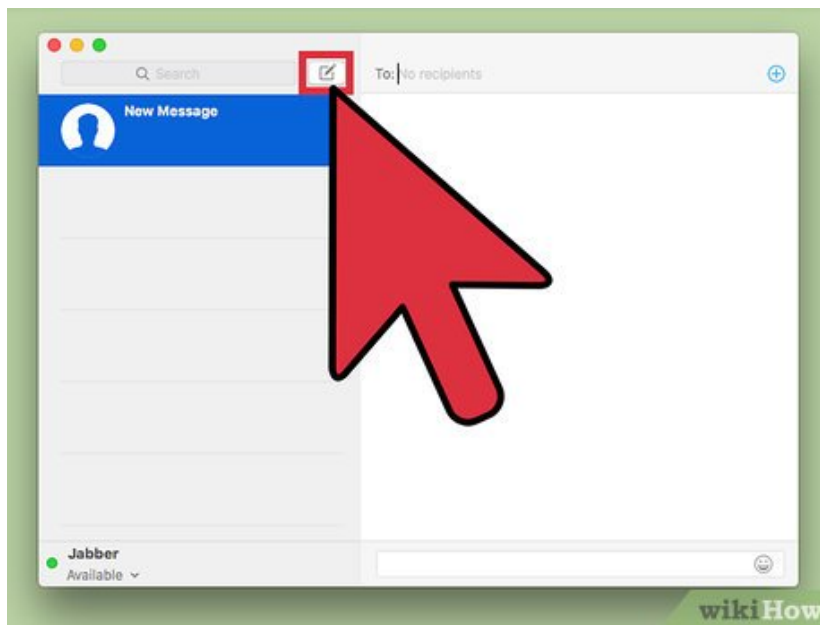
**Mac**

1.



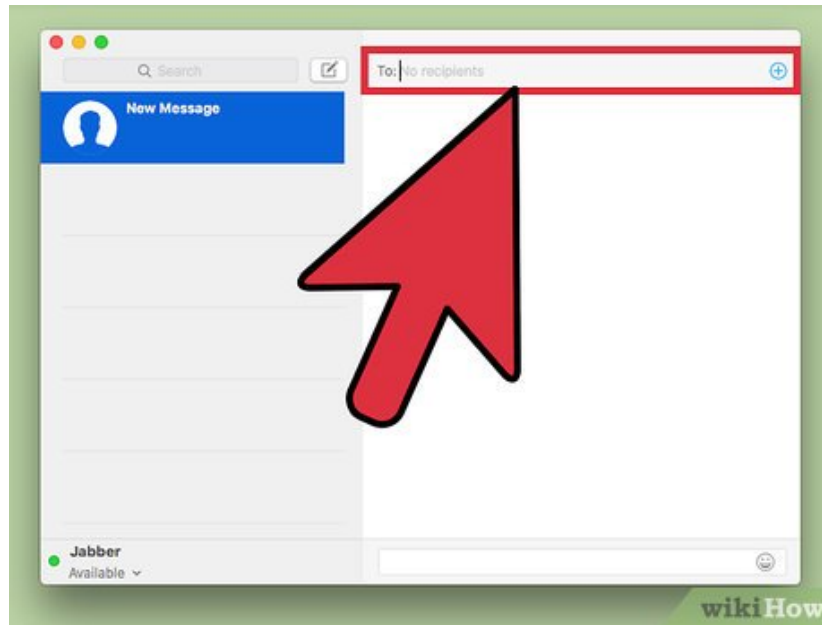
**Open the Messages app.**

2.



**Click the new message icon.** It's at the top of the window, to the right of the search bar.

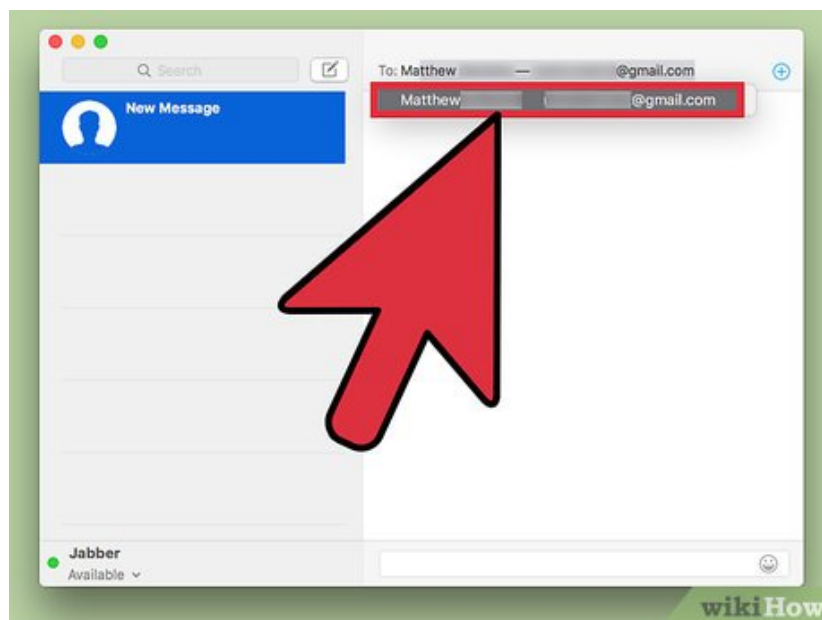
3.



**Type in a recipient.** It can be a name from your address book, a phone number, or an email address.

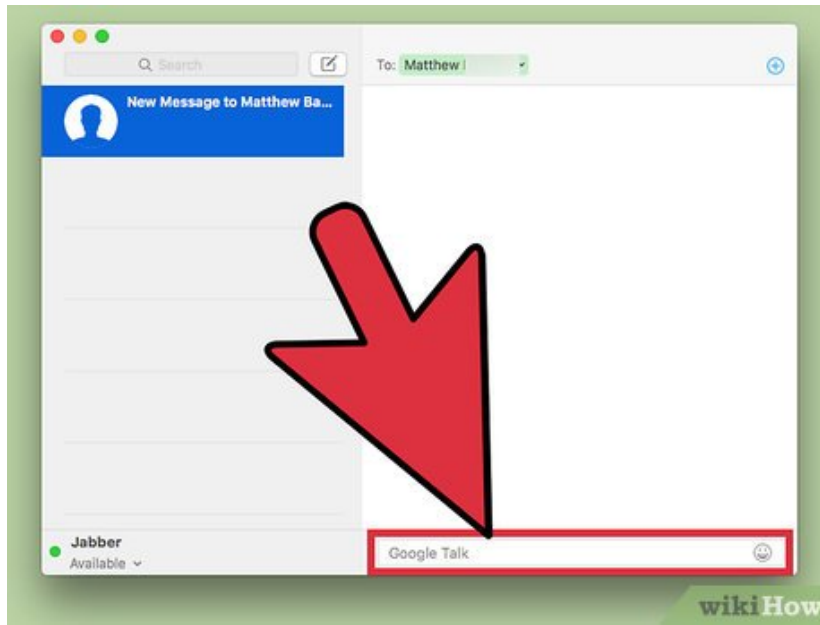
1. Alternatively, you can click  to add a contact directly from your address book. It's located on the far right of the window.

4.



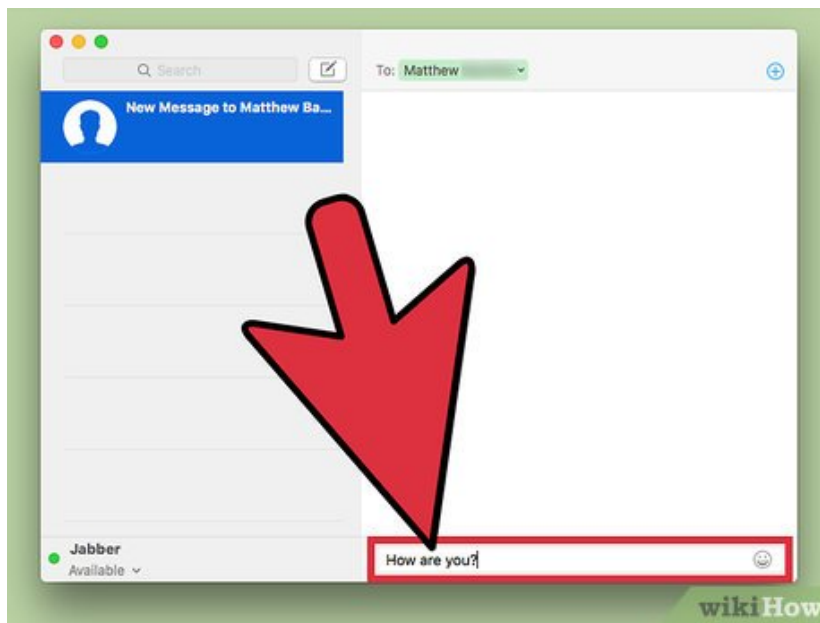
**Click on the recipient's name.**

5.



**Click on the message bar.** It's at the bottom of the window.

6.



**Type in your message.**

7.



**Hit ? Enter**. Your new message will be sent!

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