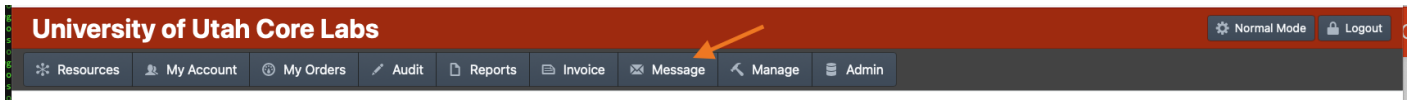


# Sending Messages / Broadcasts

- [Messaging Overview](#)

# Messaging Overview

The system messaging interface can be accessed by clicking on the top bar message button.



The messaging interface allows managers to target specific audiences to receive an email messages. This will usually mean targeting the users of a specific group or services. Occasionally this will include individual users. Target groups and users are added by searching for and clicking on their names in the 3 columns. This will add the recipients to the list underneath the title. For services and groups a target range is also required (defaults to 1 month from today's date).

## Messaging System

Developer Schedule Testing ✕

### User Picker

Search for User...

### Service Picker

Filter for value...

- Olympus FV1000 Crocker Science Rm 032
- Nikon A1R Confocal Rm 54
- Nikon A1 Confocal Rm 59
- Imaris Workstation Rm 60
- 1PM-4PM consultation/training - Dr. Mike Bridge

### Group Picker

Filter for value...

- Genomics
- Cell Imaging
- Flow Cytometry
- DNA Peptide
- Electron Microscopy

### Select Target Range

2021-03-07

2021-04-07

### Download Recipient List

Download Selected Recipients

OR

### Send As

☒ System (billing@cores.utah.edu) ☐ Me

Message Subject (Required)

What is this about?

Message Body (Required)

Content Here

Signature

Signature Here

Send Broadcast

Clear Form

Senders can chose to send from the system itself or chose to use their provided email address as the sender. They can also chose to download the list of targeted recipients for use in creating a mailing list or sending using an email client as preferred.