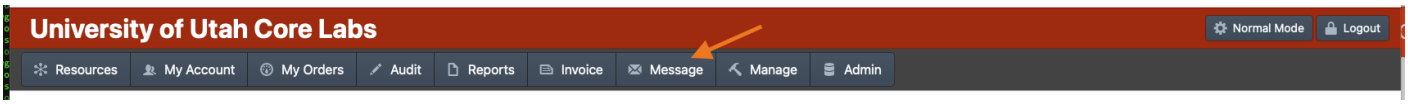
Sending Messages / Broadcasts

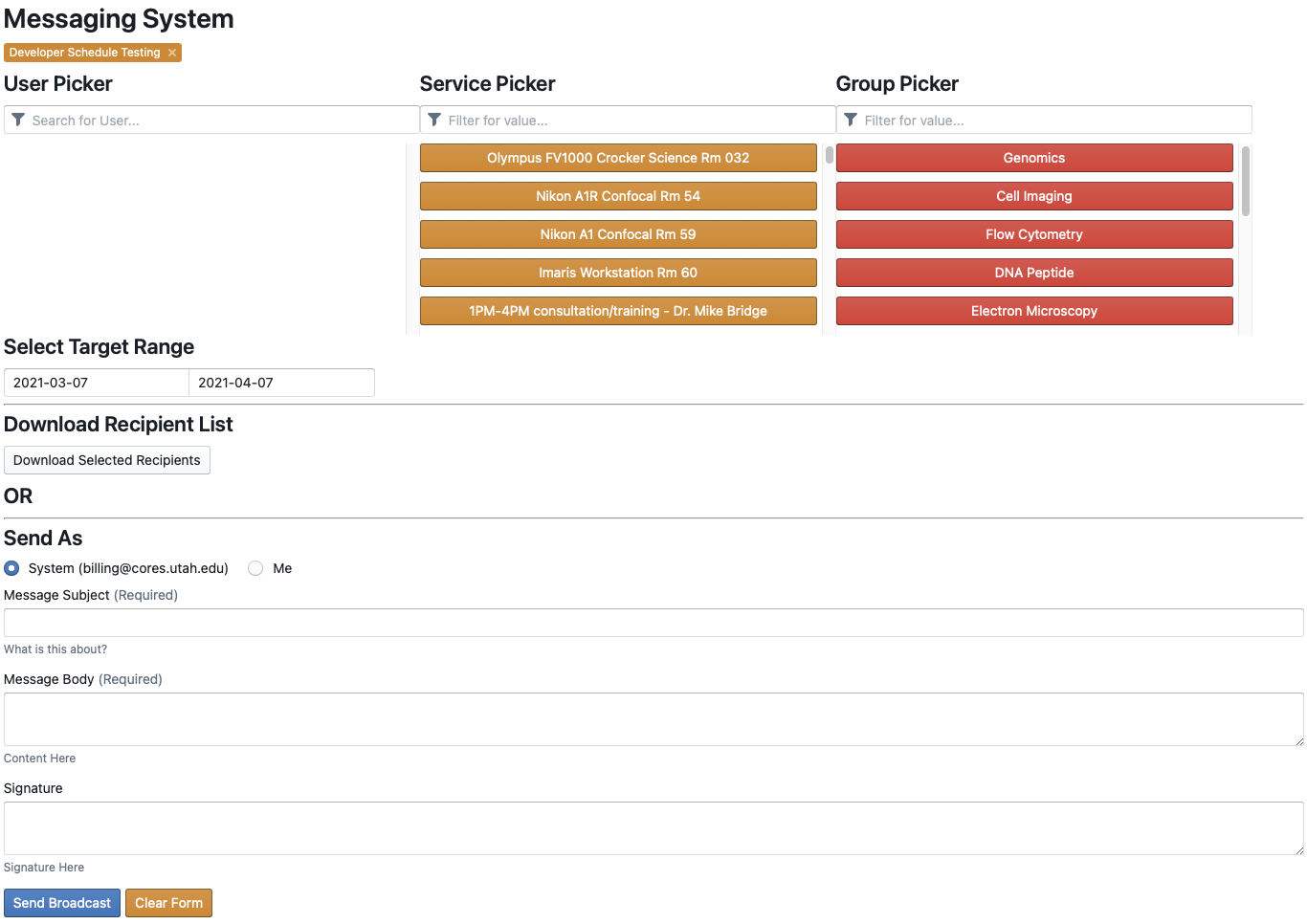
- Messaging Overview

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).



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.