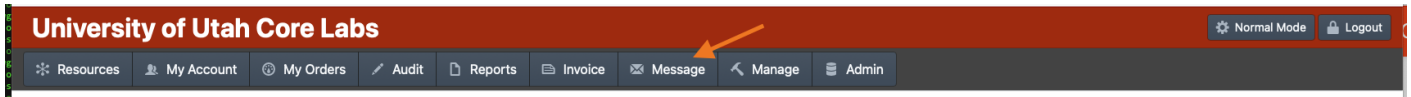


# Messaging Overview

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

### Service Picker

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

Genomics

Cell Imaging

Flow Cytometry

DNA Peptide

Electron Microscopy

### Select Target Range

### 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

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.

Revision #2

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