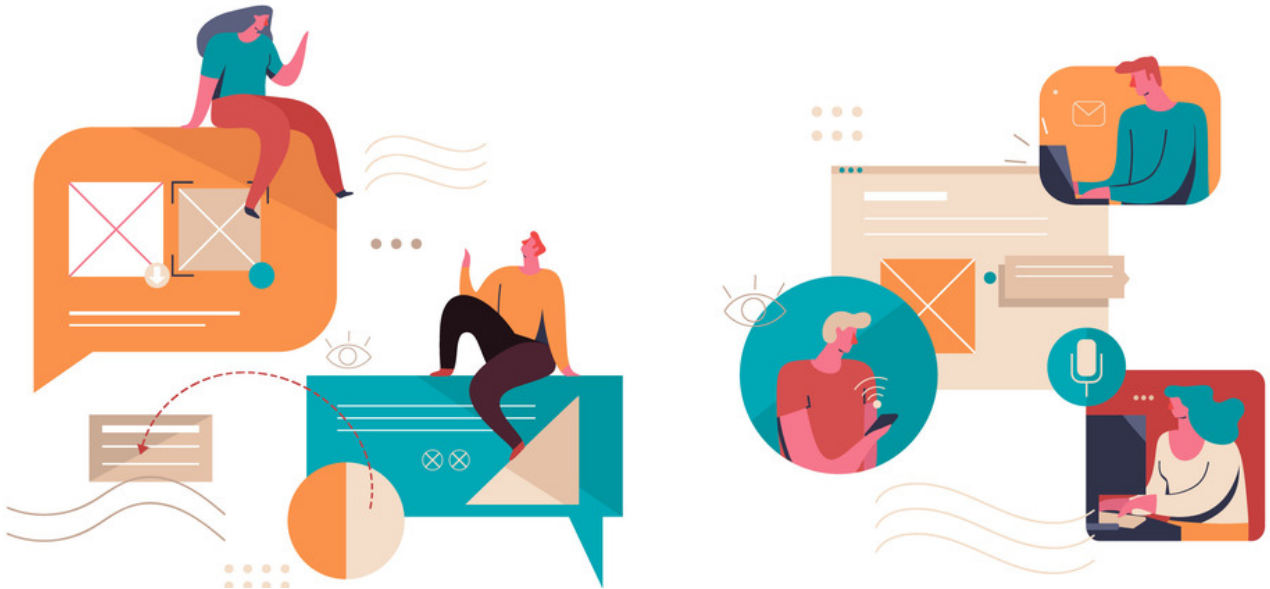




How to send bulk messages

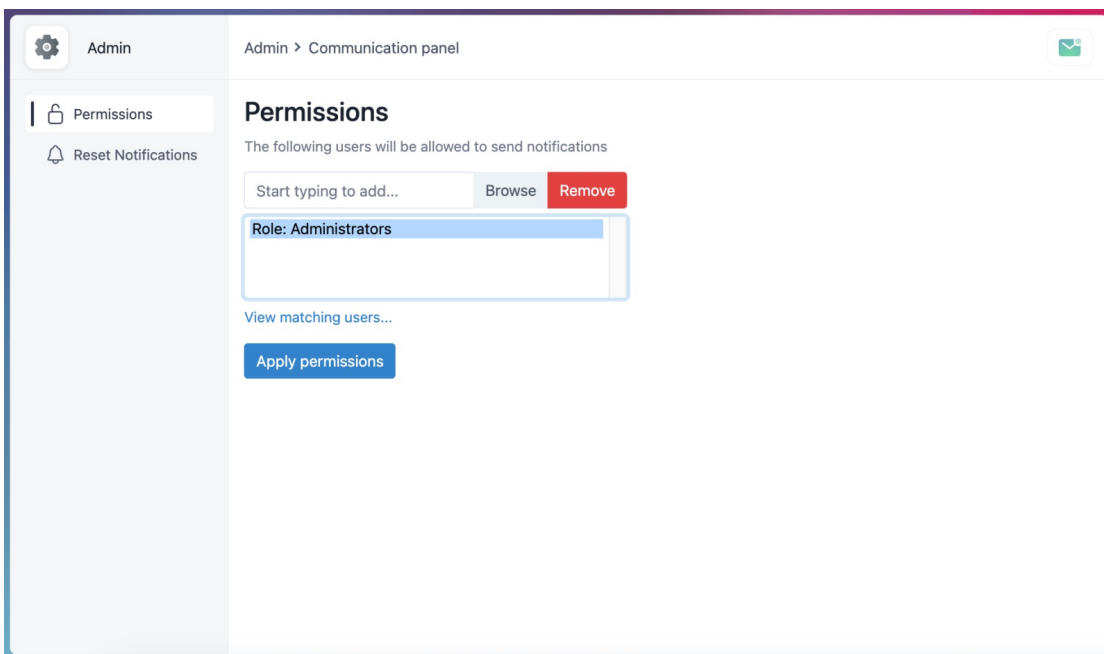
In order to prevent spamming, only selected users defined in the Communication Admin Panel can send bulk messages.

Step 1: Navigate to Communication Panel

Navigate to **Admin > Communication**

Step 2: Add Bulk Message Permission

Under permission, add users who will be allowed to send bulk messages.



Step 3: Send bulk messages

Users with permissions will have an additional 'Notification' option when composing a message to send messages to Groups, Role or All users.

[illegible]

Last modified on 6 February 2023 by Veronica Kim

Created on 8 December 2017 by Michael Christian

Tags: communication, messages, bulk, send