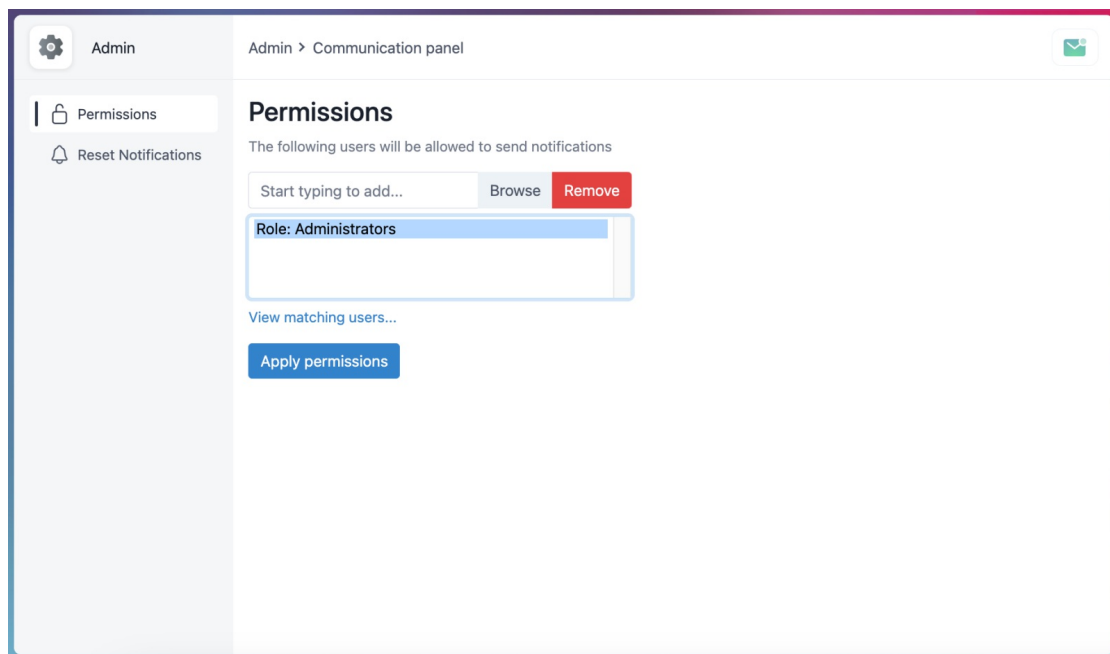# Bulk Messages

Archived

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.

Compose New Message   ✕

Send as	○ Message ● Notification
Send to	This message will be sent as a one-off notification to the selected recipients.

Start typing to add...	Browse	Remove

View matching users...

Subject	Optional

B *I* <u>U</u> | I̶ₓ | 🔗 | ☰ ☰ | ⮌ ⮍ | ❝ | ☰ ☰ ☰ ☰ | ✂ ⧉ 📋 📋 | ↰ ↱ | 🖼 | </> Source

Send

Created on 8 December 2017 by Hannah Door. Last modified on 18 June 2024

Tags: communication, messages, bulk, send