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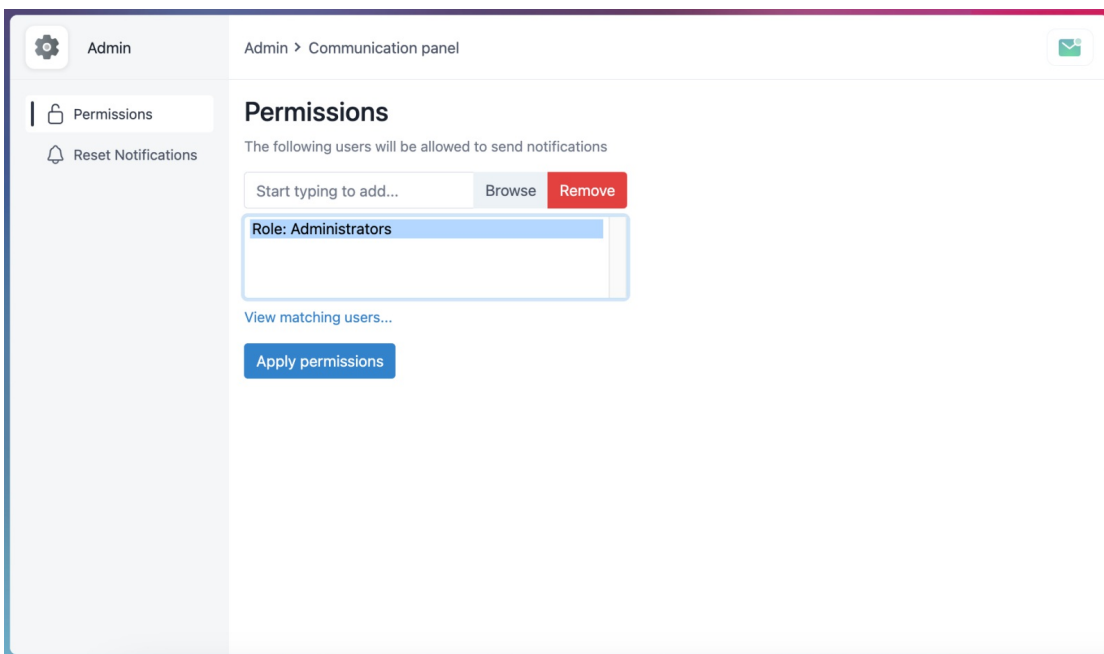
In order to prevent spamming, only selected users defined in the Communication Admin Panel can send bulk messages.

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.

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

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Last modified on 6 February 2023 by Veronica Kim

Created on 8 December 2017 by Michael Christian
Tags: communication, messages, bulk, send