

Bulk Messages

Archived

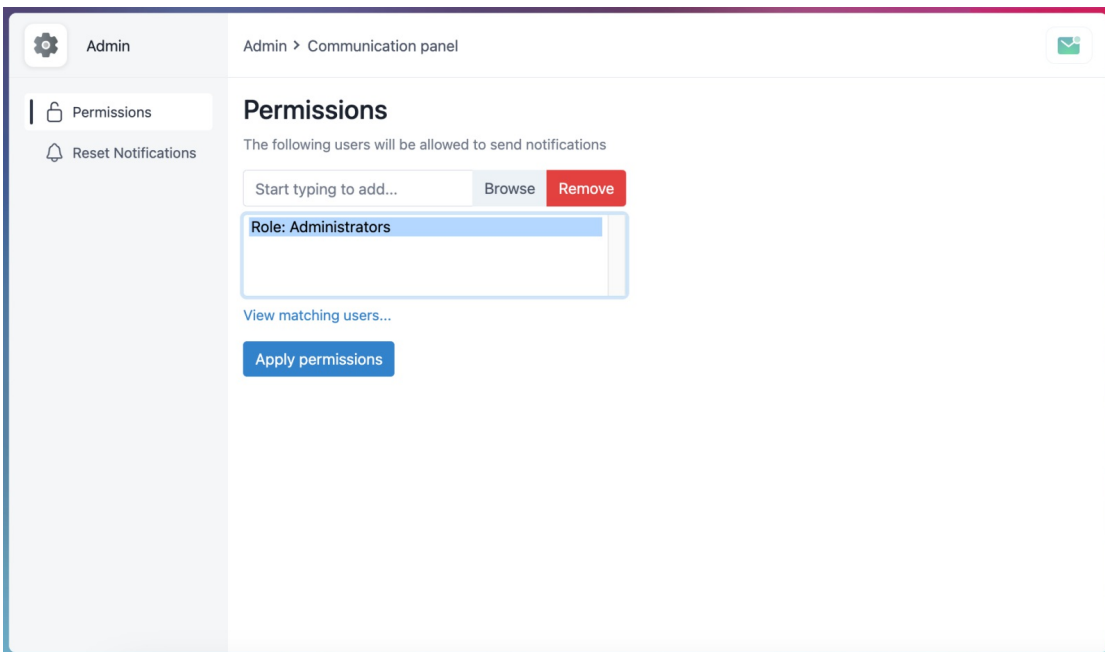
In order to prevent spamming, only selected users defined in the Communication Admin Panel can send bulk messages.

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.

[View matching users...](#)

Subject

B I U Ix Source

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Tags: [communication](#), [messages](#), [bulk](#), [send](#)