

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.

Admin	Admin > Communication panel	
Permissions	Permissions The following users will be allowed to send notifications	
	Start typing to add Browse Remove Role: Administrators Image: Comparison of the start typing to add	
	View matching users Apply permissions	

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	O 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 I I ∞ ∞ ☆ I II 11 11 12 12 E E E E X 10 10 10 ← → II D Source	
		Send
		Seria

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