

## Bulk Messages

Archived

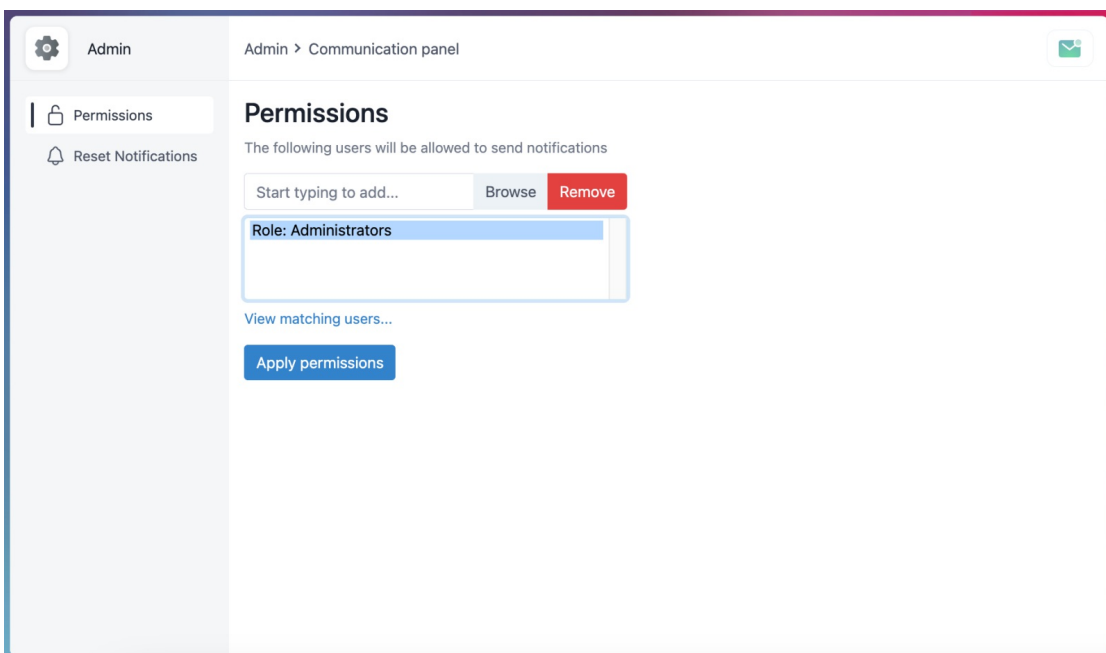
In order to prevent spamming, only selected users defined in the Communication Admin Panel can send bulk messages.

### 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.

[illegible]

Created on 8 December 2017 by [Hannah Door](#). Last modified on 18 June 2024

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