# Sending In-System Messages

Users can send in system messages to each other.

Administrators of Communication can additionally allow certain users to send messages in bulk, called a notification.
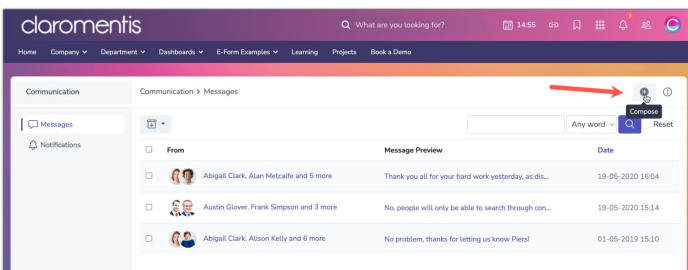
If a user does not have permission to send bulk notifications, they can only message one person or small groups at a time.

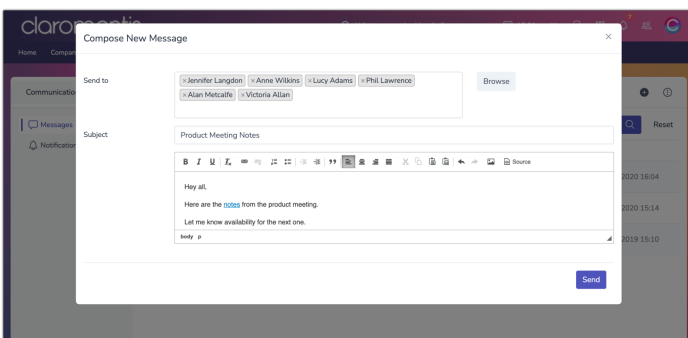## How to compose and send a message

Either click into the in system messenger and select compose (plus icon)...
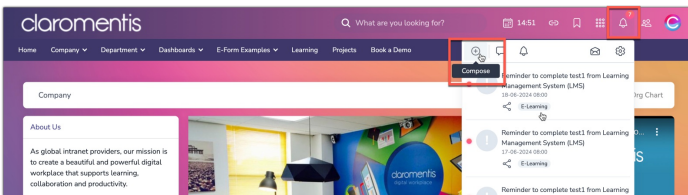
...or open the messenger from Applications > Communication and then click compose to open a new message:
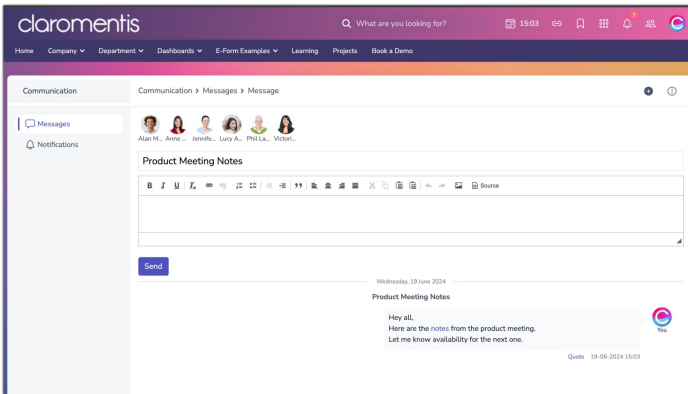

Choose who to send the message to, either an individual user or multiple.

Add a subject and your custom message using the CK Editor options.

Click 'send' to message the included users, who will be notified in system (and email if they have their preferences set to this for 'User')
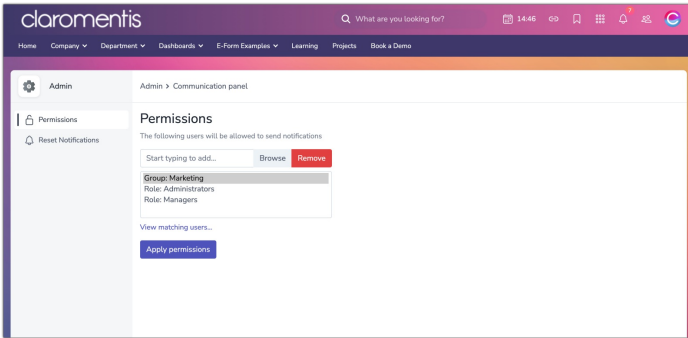
All those included can open the message and respond in kind:

Bulk Notifications

To prevent spam or misuse of messaging, only selected users can send bulk notifications.

An application administrator of Communication can access Admin > Communication> Permissions to add users/roles/groups you want to be able to send bulk notifications and save this.

When composing a new in-system message, those with the ability to send bulk notifications will see this as an option to select and configure: