

## Sending In-System Messages

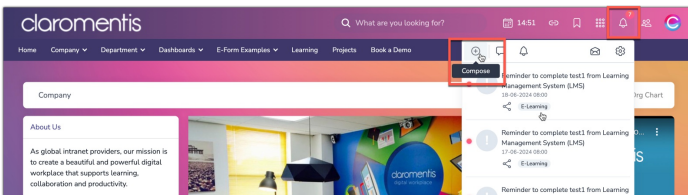
Users can send in system messages to each other.

Administrators of Communication can additionally allow certain users to send messages in bulk, called a notification.

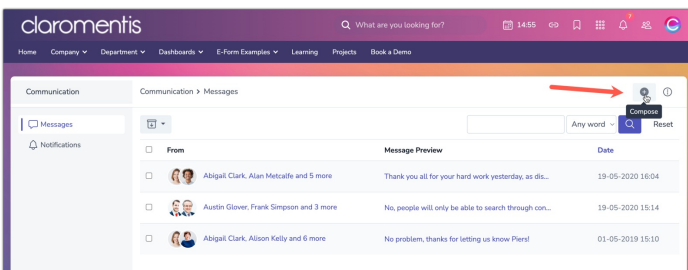
If a user does not have permission to send bulk notifications, they can only message one person or small groups at a time.

### How to compose and send a message

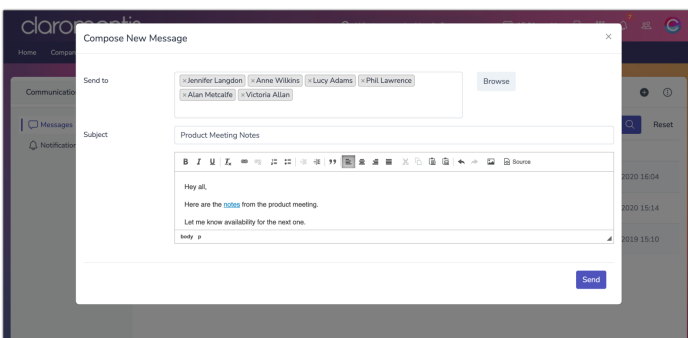
Either click into the in system messenger and select compose (plus icon)...



...or open the messenger from Applications > Communication and then click compose to open a new message:



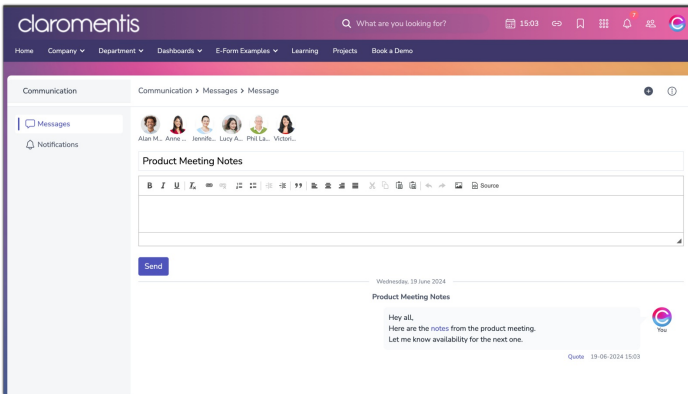
Choose who to send the message to, either an individual user or multiple.



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')

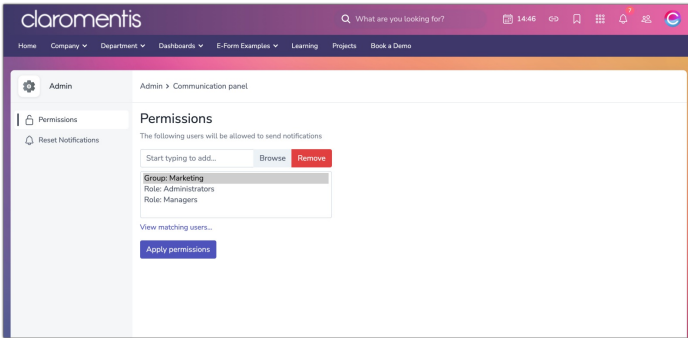
All those included can open the message and respond in kind:



## 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:

