

Communication overview

Archived

Article related to version 8.7+

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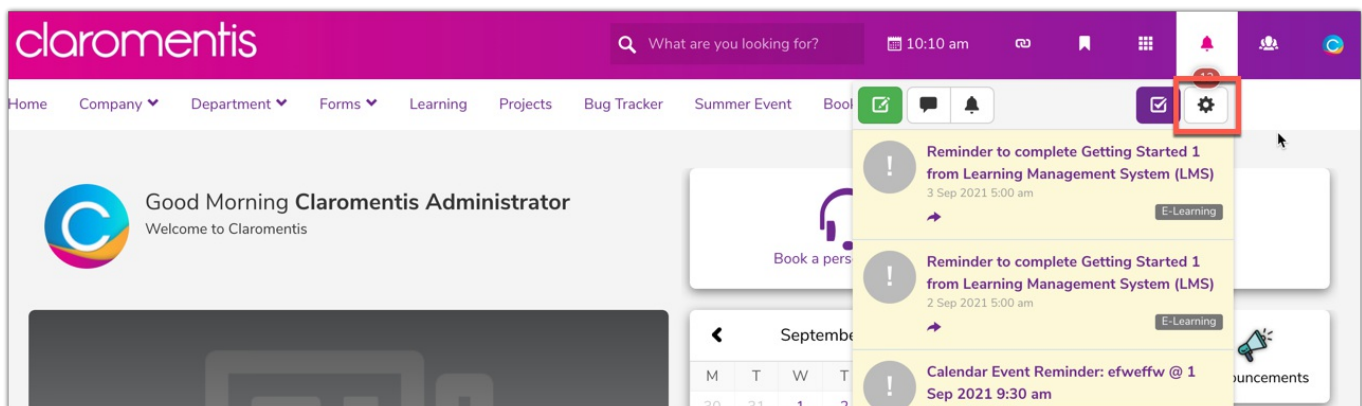
Overview

The communication tool allows you to do the following:

- Set what type of notification you would like to receive from each application
- Send direct messages to other users
- Send mass notifications to groups or users

1 - Setting your notification preferences

Access this area by clicking the cog in the in-system messenger in the navigation bar, or via Applications > Communication > Cog



Your preferences will be displayed:

Messages

Notifications

All types

All words

Search

Reset

Default notification method

☐ None
 ☒ In-system
 ☒ Push
 ☒ Email

Email frequency

Send Instantly

Auto delete read notifications after

3 months

Application	Preference	Notification method	E-mail options	Auto delete read notifications after
Admin	Use default			Default
Audit Manager	Use default			Default
Blog	Use default			Default
Calendar	Use default			Default

- Please click [here](#) for more in-depth information on Communication settings.

Messages is a direct message tool you can use to communicate with other users on the intranet. It acts as a simplified email system.

To use, simply hit **Compose**. Once your message is sent, it will be displayed in this conversation style with the included users listed at the top.

Communication / Messages / Message

Compose

Messages

Notifications

Abigail ... Alison ... Amelia ... Connor... Julia Gr... Piers R... Pippa F... Stepha...

HR Quarterly Meeting

B I U Source

Send

Wednesday, 1 May 2019

HR Quarterly Meeting

Alison Kelly

We are superheroes when it comes to rapid reporting 🦸🏻‍♀️💪
Good thing Alison and I are on the ball with these things Abil! 😊

Sent by Connor Chapman on 01-05-2019 06:43

Quote 1-May-2019 16:16

No problem, thanks for letting us know Piers!

Quote 1-May-2019 16:10

You

Piers Ross

Unfortunately I've been double-booked and have another meeting at 2pm ☹️ But my team will be there to represent

Quote 1-May-2019 15:47

Alison Kelly

Good thing Alison and I are on the ball with these things Abil! 😊

Reminder: You can send messages to multiple users but not to groups or roles.

3 - Profile page notification settings

You can also decide your default notification settings by visiting your profile page under Applications > People

Preferred contact method

Email

Career details

I am adaptable, motivated by success, with a strong work ethic. I thrive in a collaborative environment, using leadership, communication and project management skills. I am able to leverage strong analytical and strategic thinking skills to deliver

Interests

Date of birth 2

23-May-1985

Date started 2

19-May-2007

Company car model

-- None --

Default notification method

☐ None

☒ In-system

☒ Push

☐ Email

Twitter

Update

Please note: Administrators can also do this on behalf of the user by navigating to Applications > Admin > People. Users will however be able to change this at any time.