



## Communication overview

Archived

Article related to version 8.7+

### Included in this article

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- 2 - Overview of 'Messages'
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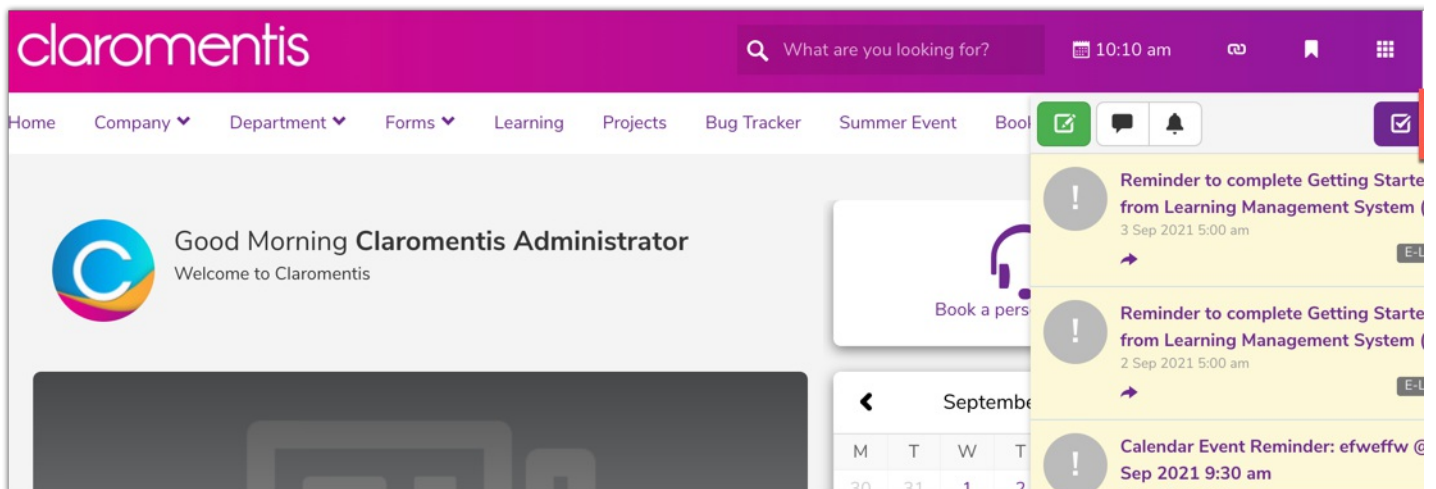
## Overview

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

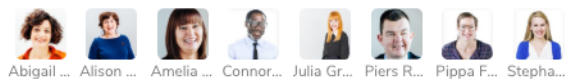
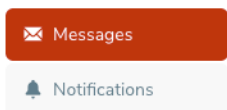
Access this area by clicking the cog in the in-system messenger in the navigation bar, or via Applications > Communication > Cog



Your preferences will be displayed:

5

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.



## HR Quarterly Meeting

**B** *I* U | *I*<sub>x</sub> | | | | | | | 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  
Abi! 😊

— 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



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



Connor

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

**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.