School Messenger

## Adding Message Recipients: 4 methods.

Option 1: Saved Recipient Lists.

This is a quick way of selecting a group of recipients.

Note: I.T. is working on creating Lists.

In the Add Message Recipient drop down:

- Select Saved Recipient Lists…
- Here you will find lists created by I.T. or others that have been shared with you. If you have the appropriate permissions, you will have your saved lists here as well.
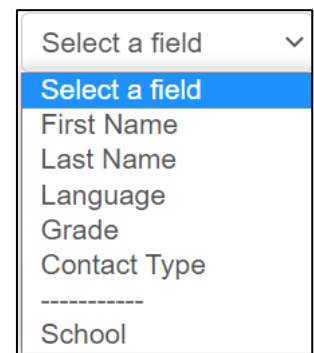- You may choose one or more Saved Lists.
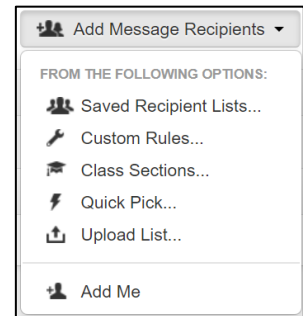
Option 2: Custom Rules.

A quick way to create a list of recipients based on specific criteria.

In the Add Message Recipient drop down:

- Select Custom Rules…
    - Click on Select a field.
    - Choose your first rule – most likely you need to select your School.
    - Click Save.
    - Choose your second rule (Add New Rule) – possible the Grade.
    - Click Save.
- Once you have your rules selected choose Add Recipients.
- The above example will choose all the students of a given grade for a given school.

Option 3: Saved Class Sections.

Quickly add a class(es) of recipients.

In the Add Message Recipient drop down:

- Select Class Sections...
- Select your school.
- The list of class sections for your school will drop down.
- You may choose one or more classes.

Add Recipients Using Class Sections
Select a School and then select 1 or more Class Sections to add those recipients to your message.

School ✅ 🏠 Brentwood Elementary ▾

Class Sections
Showing 1 - 30 of 30

🔍 Search

Sections ⚙ ☐ ▾ **Section Name**

- ☐ AM Attendance (01)-AM-MST00000Ggqgp0699186
- ☐ AM Attendance (01)-AM-MST00000Ggqgp0S1941624
- ☐ AM Attendance (01)-AM-MST00000Ggqgp0S1957400
- ☐ AM Attendance (02)-AM-MST00000Ggqgp2651865
- ☐ AM Attendance (02)-AM-MST00000Ggqgp2S1935175

Option 4: Quick Pick.

Choosing one or more recipients based on information that you have about them.

In the Add Message Recipient drop down:

- Select Quick Pick...
- Select your school.
- Choose your criteria (Rules, Person, All Contacts, Sections).
- Enter your search criteria.
- Click on Search.

Quick Add Recipients

Search Options

Search Options
- ○ Search by Rules
- ● Search for Person
- ○ Show All Contacts
- ○ Search by Sections

Search [Enter a name, phone number, ID#, or email]

🔍 Search

Quick Pick allows you to find a specific individual(s) from a list.

- Search by Rules: you enter a value (eg: First Name) and then a Criteria (equals, starts with, etc). and a value (Dou). This result would be all the First Names that 'start with' Dou.
- Searching for Person: 'Doug' will list all the Doug's in your school.
- Searching by Section: will allow you to see all the students in a given class so you can select one or more of those students.
- Show All Contacts: you get a list of all the contacts in your school from which you may choose one or more names.