

# School Messenger

## Creating a Phone Broadcast:

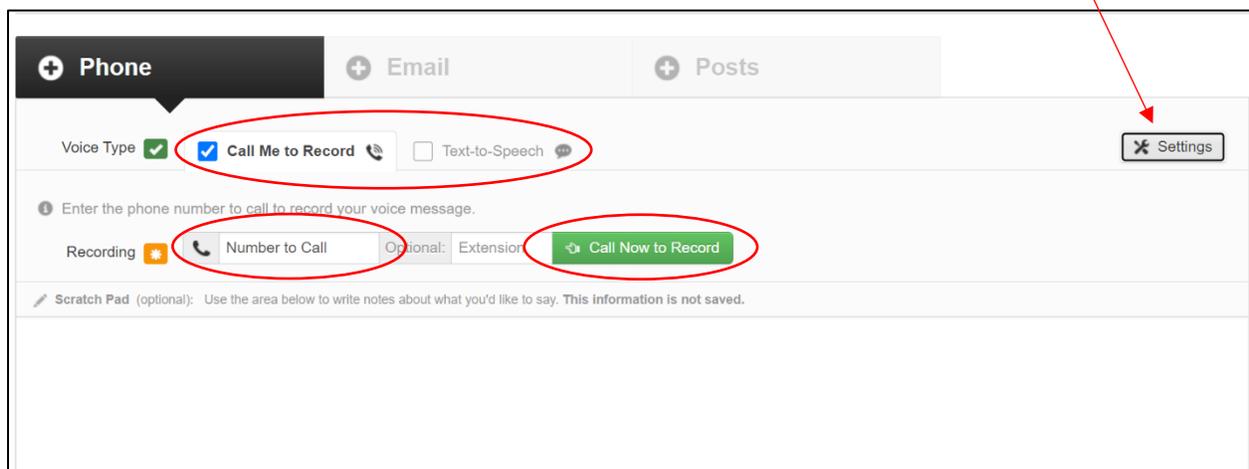
**Step 1:** In the Dashboard, click on New Broadcast.

**Step 2:** Fill in the New Broadcast window as you would for an Email Broadcast & then click Continue.

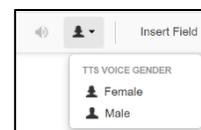
**Step 3:**

- Click Phone
- The following Window will appear:

**NOTE:** Settings allows you to change the outgoing phone number to your school's number as well as whether this call should run for 1 or 2 days.



- You may choose "Call Me to Record" or "Text-to-Speech"
- If you select "Call Me to Record" then:
  - o Add your number in "Number to Call".
  - o Once you press "Call Now to Record", the phone will begin ringing almost immediately. Answer and follow the prompts to record the intro message script. Remember to press "1" to save your message before hanging up.
  - o On your Communicate account, the screen will change to give you the option to Play or Re-record your message.
- Alternatively select Text-to-Speech.
  - o You can then type your phone message into the message box.
  - o You may choose either a Female or a Male voice.
  - o Clicking the Speaker icon lets you hear a preview of your message.



**Step 4:**

- Click Save
- You may now add an Email message as well if you like.
- Otherwise click Continue.
- Review your message in the Summary window, and then click Send Now or Schedule to Send Later.