Group Messaging

Sending Group Messages

Managers, Timekeepers, HR Managers and Business Officers can send email messages to defined groups of employees quickly using the **Group Messaging** option in UD WorkForce.

**NOTE** – Employees cannot reply to the email message. The sender of the email is the UD WorkForce system on behalf of you.

1. On the UD WorkForce Home Screen, select **Group Messaging** under **Employees**.

2. Choose who will get the email message:
   a. Click one or more **Groups** to send to everyone in that group
   b. Or, use arrows to reveal individuals in a group and select/de-select the people.

3. In the message panel:
   a. Delivery Method – click **Email**
   b. Message – type **Subject** and **Message**
   c. Click **Send** button

- You will see this message: