

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 <u>behalf</u> 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.

Employees 🔍	Employees
Select All Deselect All 🍞 Sort 🗸	Select All Deselect All 🍸 Sort 🔻
Hermione Granger's Manager 1 Hourly employees (2)	► Hermione Granger's Manager 1 Hourly employees (2)
Hermione Granger's Manager 1 Other employees (7)	Hermione Granger's Manager 1 Other employees (7)
Hermione Granger's Manager 1 Union Hourly employees (4)	Dumbledore, Albus (999988)
	Granger, Hermione (999998)
	Longbottom, Neville (999996)
	🗹 Malfoy, Draco (999987)
	Potter, Harry (999999)
	Snape, Severus (999991)
	Weasley, Ronald (999997)
	Hermione Granger's Manager 1 Union Hourly employees (4

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

Send Send	
Draco Malfoy, A Ronald Weasle	Albus Dumbledore, Severus Snape, Neville Longbottom, y, 2 others
Delivery Method	: 🗹 Email
Message:	State of Emergency 10am
	Declared state of emergency as of 10 am. Everyone is still required to stay on campus.
	Hermione
	30/1000
	Vour message has been queued for de

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