

Sending Group Messages

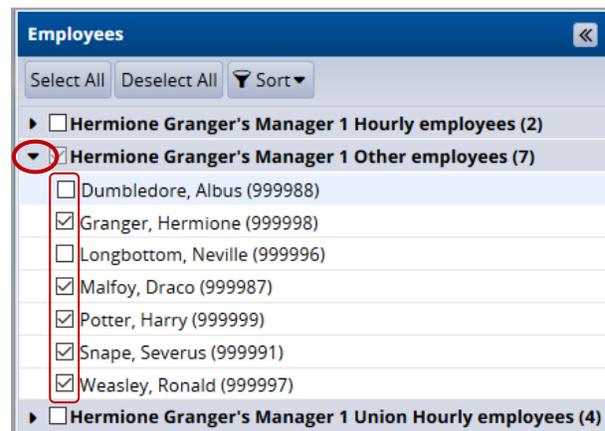
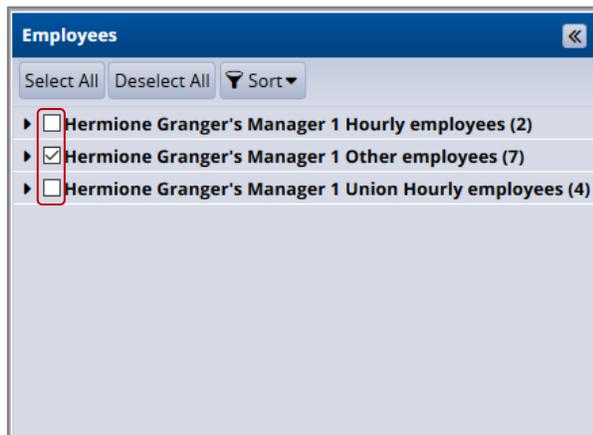
Managers, Timekeepers, HR Managers and Business Officers can send email messages to defined groups of employees quickly using the **Group Messaging** option in UD WorkForce.

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

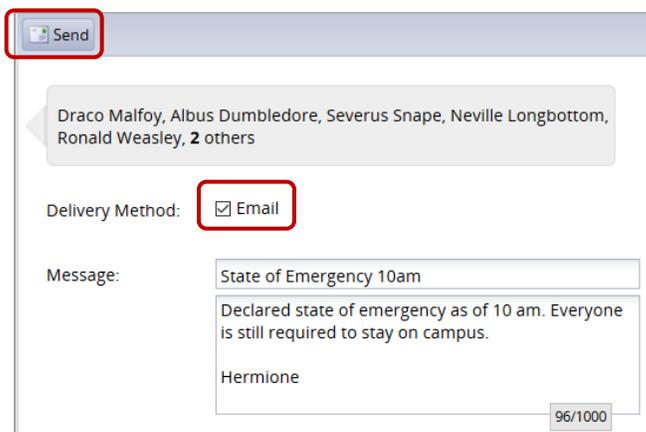
- On the UD WorkForce Home Screen, select **Group Messaging** under **Employees**.



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



- In the message panel:
 - Delivery Method – click **Email**
 - Message – type **Subject** and **Message**
 - Click **Send** button



- You will see this message:

