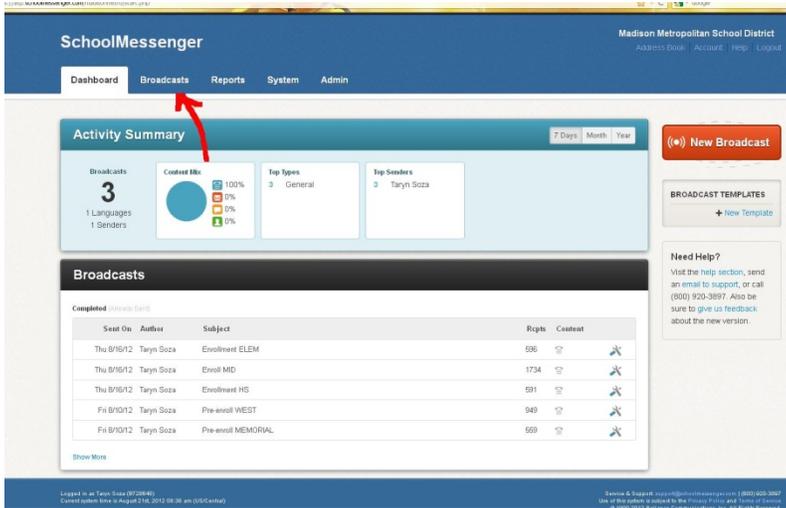
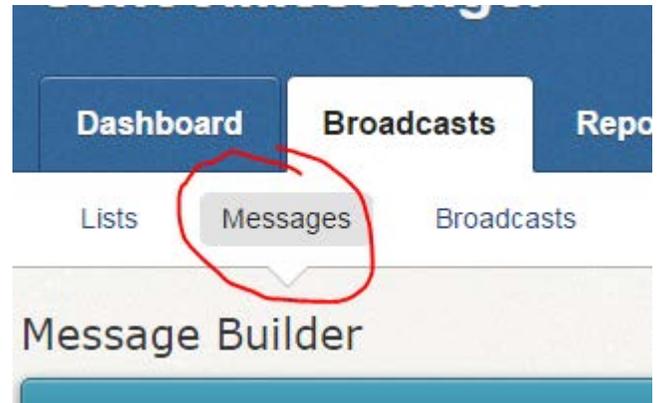


SchoolMessenger Guide for Secretaries and Administrators – Messages

Once you are logged in to SchoolMessenger and have created your list, you're ready to move on to the next step: creating your message.



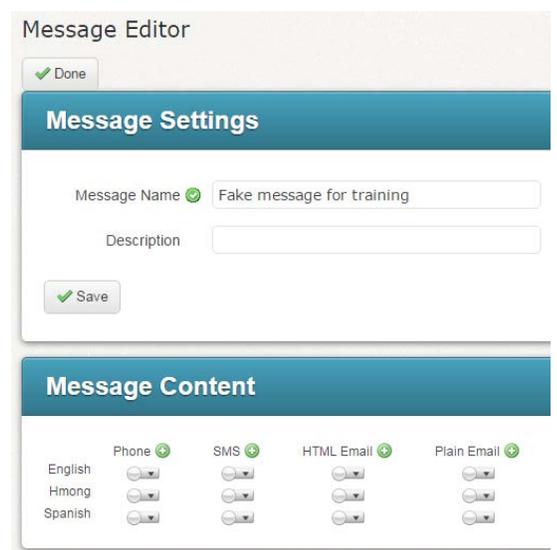
Select the **Broadcasts** tab at the top of your screen and then choose Messages.



Click on **Add New Message** in the top right of your screen. The first thing you will be asked is to give the message a name. This is a name only you will see, so make sure it means something to you.



Now you'll see your message options. You should have the ability to send a **phone call**, an **SMS text message** and an **email**.



To create a phone message, click on the bubble in the Phone column next to English, and then select Record.



Enter a phone number to record the message. This number will not be visible to anyone but you and cannot be a district phone. Use a cell phone to record the message. Click Call Now to Record.

Fake message for training

FAKE MESSAGE FOR TRAINING (ENGLISH)

Voice Recording ⚠️  (608) 663-1879 Optional: Extension

The system will call you and walk you through the prompts to record your message. Once it's recorded, you'll have the option to listen to the message or re-record it. When you're satisfied with your message, click Done.

FAKE MESSAGE FOR TRAINING (ENGLISH)

Voice Recording   English

This will bring you back to your Message Editor screen. You'll notice there is a green check mark in the Phone column, so you know the message was saved. You can click on the green check mark to edit or delete the message.

SMS Text Editor

Fake message for training

FAKE MESSAGE FOR TRAINING

SMS Text ⚠️

Characters remaining: 160

Now let's create a text message. Click on the bubble in the SMS column next to English and select New.

Here you can type or paste your text message. You'll notice SchoolMessenger will count down your characters for you. You can only have 160 characters in your text message, which includes spaces. So be concise! Click Done when finished.

Now let's add an email. We always use HTML Email instead of Plain Email because it allows us to include things like links and images. Click on the bubble in the HTML Email column next to English and select New.

Fill in all the fields, starting with the From name at the top. The body of the email has all the editing tools you're used to seeing such as bold, italics, etc. You can also add attachments to your email using the paperclip icon. Click done when finished.

Advanced Email Editor

Fake message for training

FAKE MESSAGE FOR TRAINING (ENGLISH)

From Name ✓ Madison Metropolitan School District

From Email ✓ mmsdnews@madison.k12.wi.us

Reply To Email

Subject ✓ Subject Line

Click  in the toolbar below to add attachments. Please note: links to your attached files are now

Email Message ✓

  Source                           