**Using the messenger feature in Infinite Campus**

**September 16, 2016**

With the last update came a change in the messenger. Use this cheat sheet to get you started.

**STEP 1**

Sign into IC and go to Campus Instruction. The screen should default to the Message Center.



**STEP 2**

Click on new and the screen below will appear.



From this screen you will begin the process of either selecting a preexisting message or creating a new one.

 Message Type is self-explanatory, select the type of message being sent

 User/User group leave the default “user” selected

 Leave “new” selected from the template menu for a new message

 Select the template you’d like to use if sending a previously created message

**Step 3 (If creating a new message)**



Enter the name of the message in the subject box

Create you message

Add any attachments

Select Save (enter a name for your message)

Then hit next to select the recipients

**Step 3 (If using an existing message template)**



Select the message you’d like to send and then hit next at the bottom of the page.



On this screen you get to select the classes and/or recipients

 Checking specific recipients allows you to narrow your message distribution

 All recipients is everyone in that section (Select all is going to give you every student on every roster)



Select the type of recipient and then hit next

**Step 4 (all messages)**



This is the final step

You can review recipients or his send.

Hope this helps!