



# SchoolMessenger<sup>®</sup>

## Quick Start for New Users

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## Sending Your First Broadcast is Minutes Away

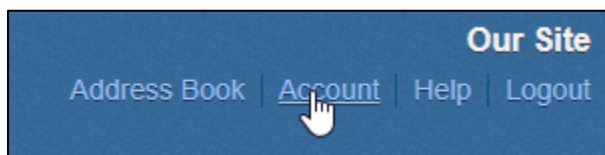
If you're a new SchoolMessenger Communicate user, it's very important to configure a few basic account settings before you begin sending broadcasts. Performing the simple one-time setup below will make learning the system and sending broadcasts quick and easy. Just follow the step-by-step instructions below to configure your account preferences, create a test list and send your first call.

### Bookmark Your Login Page

Once you've entered your Communicate web address, be sure to bookmark the login page on any computer that you'll regularly use to send notifications. We also encourage you to write down the address and carry it with you in your wallet or purse. Every customer's login page is unique, so you should not expect that you will remember your specific login URL in the event that you are away from your personal computer and need to access the system.

### Set Your Account Preferences


After logging in, click the **Account** link in the top right corner of the page.



Within the **User Information**, ensure that all of the details in the **Account Information** section are complete and accurate. If you are unsure what the information in a particular field is used for, just hover your mouse over the name of a field and a message with details will appear.

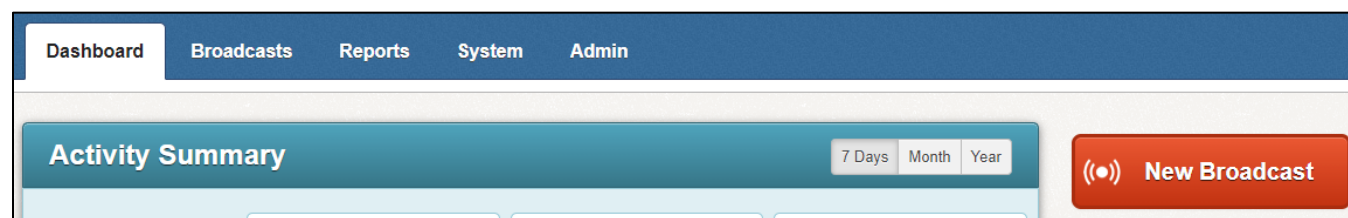
For the **Phone** field enter the phone number where you're most likely to be reached when recording a message. This will save you time later when you need to quickly record a message, but it can be easily changed as needed.

Click the **Done** button at the bottom of the page to save your changes.

 **Note:** If your account was created by a data import, you may be unable to edit certain fields of your User Information.

### Send Yourself a Test Call (Broadcast)

Log in to the system. The first tab is called the **Dashboard** and you can send a **New Broadcast** from this screen.



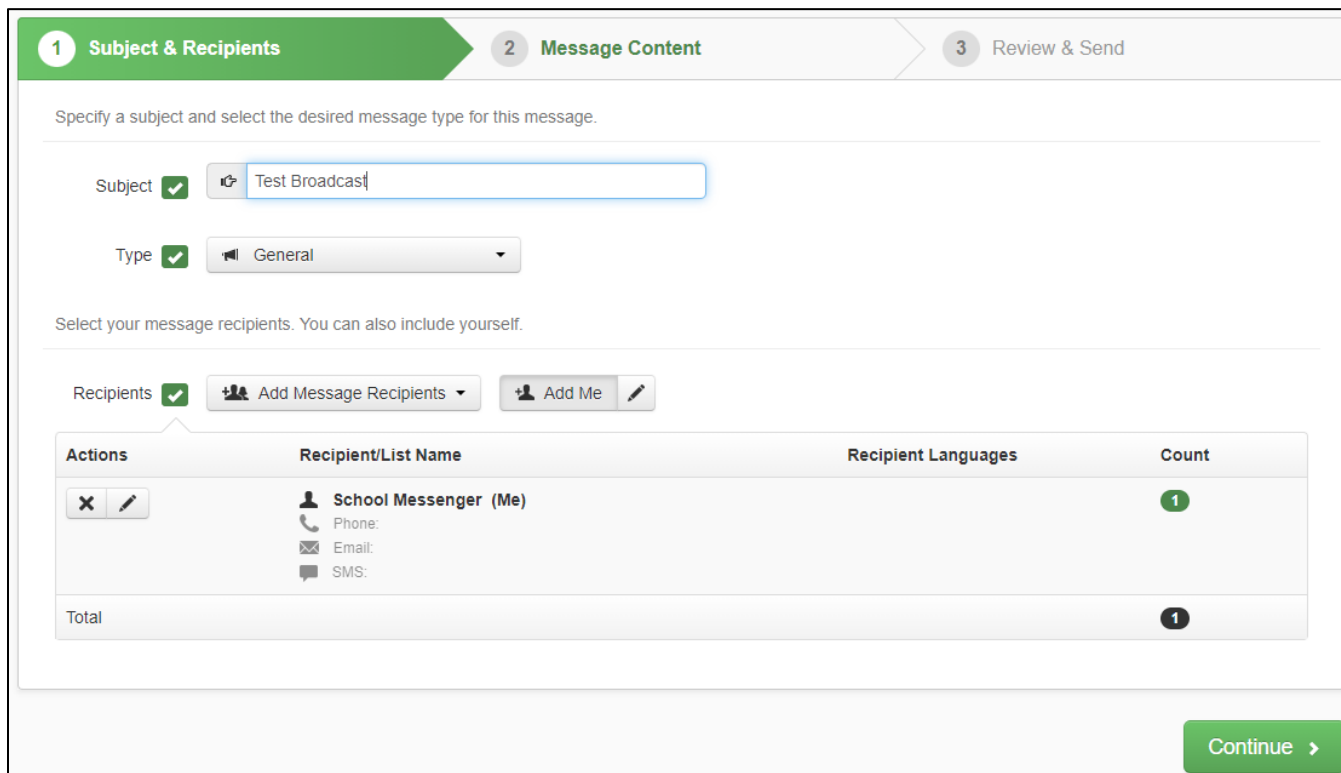
Click **New Broadcast** to begin the 3-step process for creating a new broadcast.

## Step 1: Subjects & Recipients




Enter a **Subject** for your broadcast.

Select a **Type** for the broadcast.

For the **Recipients** field, click **Add Me**. Check your contact details and edit them if necessary.



The screenshot shows the 'Subject & Recipients' step of the broadcast setup process. At the top, there are three tabs: '1 Subject & Recipients' (active), '2 Message Content', and '3 Review & Send'. Below the tabs, a instruction reads: 'Specify a subject and select the desired message type for this message.' There are two input fields: 'Subject' with a checkmark icon and a text box containing 'Test Broadcast', and 'Type' with a checkmark icon and a dropdown menu set to 'General'. Below these, another instruction reads: 'Select your message recipients. You can also include yourself.' There are two buttons: 'Add Message Recipients' and 'Add Me'. Below the buttons is a table with the following data:

Actions	Recipient/List Name	Recipient Languages	Count
 	 <b>School Messenger (Me)</b> Phone: Email: SMS:		<b>1</b>
Total			<b>1</b>

At the bottom right of the form is a green 'Continue' button with a right arrow.

Click **Continue** once you are ready to proceed.


## Step 2: Message Content

To include a call in your broadcast, click the **Phone** header.

In the **Recording** field, enter the 10-digit phone number from which you will record your voice message.

The **Scratch Pad** area below is simply a place where you can type out a script to read during your voice recording.

Click **Call Now to Record** and follow the prompts on the phone to record and save your message.

 **Important:** As soon as you are done speaking, press any key to stop the recording. The message will automatically replay. You must press 1 to save your message. Hanging up the phone prior to pressing 1 will erase your message and you will have repeat step 2 to re-record it.

### New Broadcast

**1 Subject & Recipients** **2 Message Content** 3 Review & Send



Add one or more of the following message types to your broadcast. [Load Saved Message](#)


**+ Phone**

**+ Email**


**+ SMS**


**+ Posts**

Voice Type ☒ **Call Me to Record**  ☐ Text-to-Speech 


 **Settings**


**i** Enter the phone number to call to record your voice message.

Recording 

 8887427702

Optional: Extension

 **Call Now to Record**

 **Scratch Pad** (optional): Use the area below to write notes about what you'd like to say. This information is not saved.

Hello, this is Superintendent Okeke calling to let you know that all Grand Ridge School District schools will be cancelled for today, Tuesday, January 23rd, due to the inclement weather and icy road conditions

Click **Settings** to access additional options.

When you are satisfied with your recording, click **Save**.

 **Note:** You will have the option to click to listen to and/or replay your voice recording from this page.

### New Broadcast

**1 Subject & Recipients** **2 Message Content** 3 Review & Send

Add one or more of the following message types to your broadcast. [Load Saved Message](#)

☒ **Phone**


**+ Email**

**+ SMS**

**+ Posts**

**Continue >**

Click **Continue** on the lower right to move to Step 3.

 **Note:** You may add an Email, SMS (Text) or other available message types to this test broadcast if you like, but those types are not covered in this guide.

### Step 3: Review & Send


Your Broadcast should contain the phone message you just recorded and 1 recipient.

**New Broadcast**

1 Subject & Recipients

2 Message Content

3 Review & Send

 **Congratulations!** This message is ready for submission.

The following is a brief summary of this message.

Subject: **Test Broadcast**


Broadcast Type: **General**


Recipient Count: **1**

Message Content:

Phone	Email	SMS	Posts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Message Options:  
☒ Email me report of this job upon its completion  
☒ Skip duplicate email/phone/SMS recipients  
☐ Save Message Content

 Send Now

 Schedule to Send Later

Click **Send Now** on the lower right to send your message.

## Check your Email

Now check your email, you should have also received an email with a link to the audio file you recorded. Email links are automatically created and are a great way to ensure that your message gets to your intended recipient even if someone else (like a student) happens to answer the call.

## Review your Broadcast Report

Finally, you should have also received an email report summarizing your Broadcast. After each Broadcast, an email is sent with a report displaying the delivery results.

## Want More Information?

For more detailed feature information see the Getting Started Guide and other guides found in the online help. In-product online help is found by clicking **Help** in the top right corner of any page of your Communicate account.