



How-To Send a Message

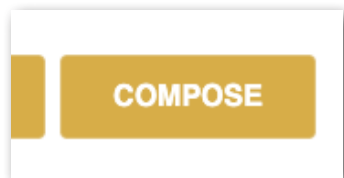
In five easy steps

Step
1



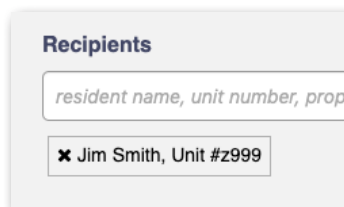
From your Dashboard, locate and click on the Messages feature within your left-hand navigation bar.

Step
2



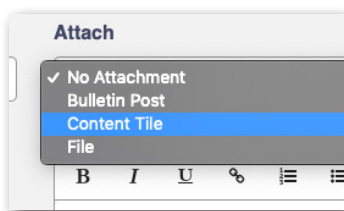
To create a new Message, simply click Compose in the top-right corner of the page.

Step
3



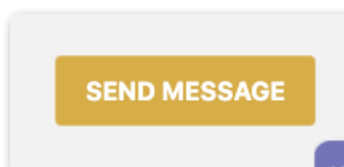
Select the name or unit of your recipient(s) to begin. Type in the name of your building and select "[BUILDING NAME], All Current Residents" to send an all-resident message.

Step
4



Make sure to enter a Subject, as this will be used as the push notification. You can also attach a Bulletin Post, Content Tile or File to your message.

Step
5



Press Send Message to complete. You can also check "Schedule to be sent in the future" to schedule messages.

Need more help?

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Success@MobileDoorman.com today

