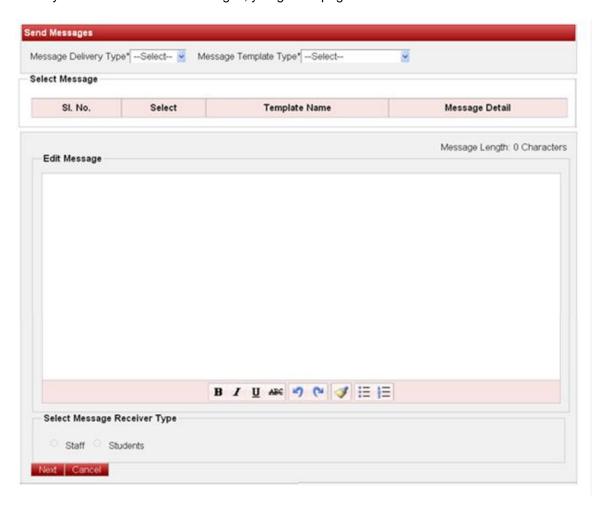
## **Send Message**

## **Sending Message:**

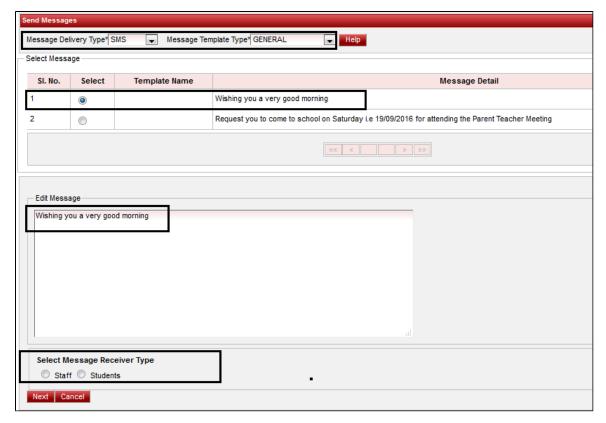
For sending SMS or EMAIL, click on the Send Messages Menu Item as shown below:



When you click on the Send Messages, you get the page as shown below:



Select the Message delivery type and message template type. Automatically all the templates which you have created will be displayed below then choose the template among them.



Once you choose the template, the same message will be displayed in Edit Message box. If you want to edit in the message and change it otherwise select the **message receiver type** " Staff or Student"

Once after choosing, click on Next

If you have selected the student then select the class, section and click on **Find** to send message to all the student.



Finally click on **Send** to send message.



We can send SMS and E mail Alerts to staff only when Message Template Type is GENERAL and HOLIDAYS.