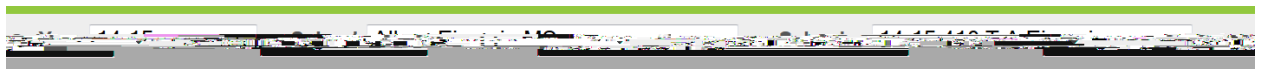
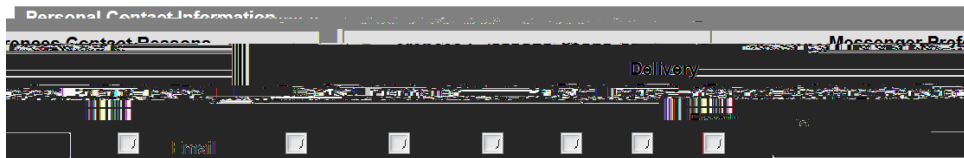
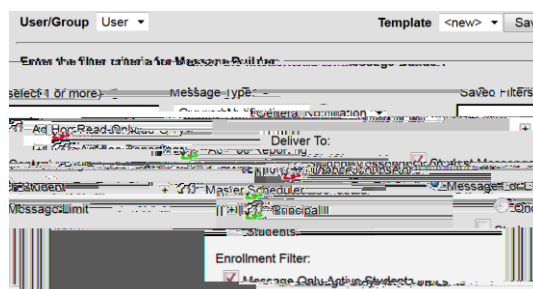


VOICE: [Click here for Voice Video](#)

Under _____



1. If you are using a template that you have created in the past, select User Group, and template. Or, you may leave it <new>.
2. Select Deliver to option: Check your preference of whether you would like one message sent for each student, or a one message limit. If you selected Student Messenger Contacts for _____, select "One Message Limit" if you don't want the system to make multiple calls to the same parents if there are siblings enrolled at your site.
3. Enrollment Filter: Message Only Active Students. (Note: During the summer when the system is undergoing End of Year processes, this box should be Unchecked).



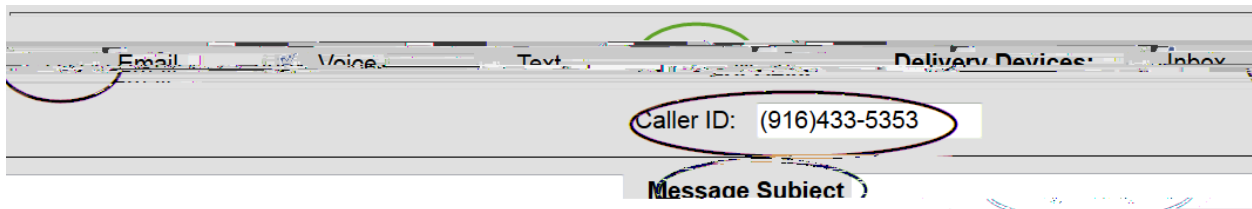


How to Use Messenger (Voice)



-
4. Select the Ad Hoc filter that you would like your message sent to. Click on it until it is highlighted in blue.
 - 4a. For your convenience, a

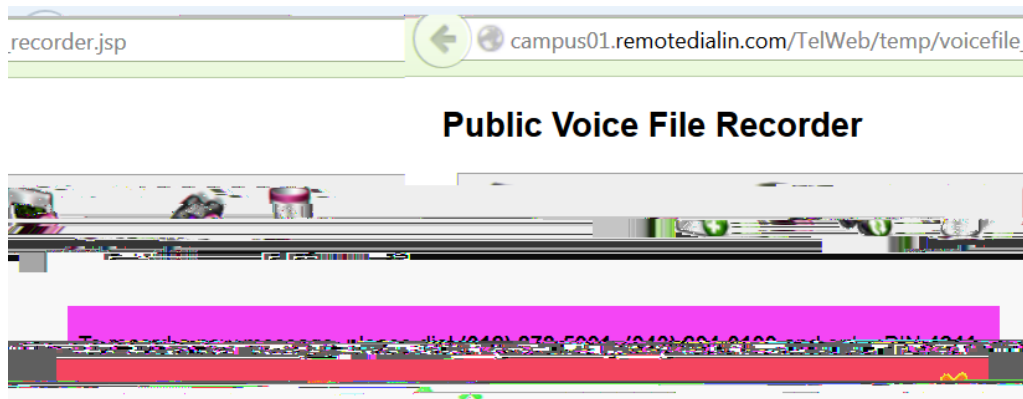
5. Uncheck InBox. Check Voice. Add your Phone Number. Add Message Subject.



6. Scroll down to the bottom of the page and Select Record a Message.



7. A window will pop up. To record a new message, dial either of the two numbers provided, and enter the PIN number.



8. After you record your message, press #.
 - a. To Re-record, Press 1
 - b. To Listen to your message, Press 2
 - c. To Save your Message, Press 3
 - d. When you are done, simply Hang Up.





How to Use Messenger (Voice)



15. To Upload your Message, Select Browse, and find the voice message file you just renamed.

16. Select the Message, then Open.

17. Then, Select Upload.

18. Your message will Upload. You may Listen (to verify) or Remove (to record again). You may also select the delivery date and time.

19. Preview/Send is highly recommended to show you the number of recipients. Then, to Send, just hit send.

20.



How to Use Messenger (Voice)



-
6. If you so choose, you may select particular language groups to be the only recipients of the message.

 7. Select the Ad Hoc filter that you would like your message sent to. Click on it until it is highlighted in blue.
 - 7a. For your convenience, an ad hoc Folder has also been created for each school. Now each school can place all of their ad hocs in their school's folder.
 - 7b. For your convenience, General Notification ad hocs have been placed in each school's folder.

As our team creates more general ad hocs, we will share them by placing them in your folders.



How to Use Messenger (Voice)



Parent/Guardian names and addresses are located in
Student/Census/Mailing Addresses:

12. You can add an attachment if you so choose.
13. Enter the delivery date and time. The date defaults to today's date.
14. Preview/Send is highly recommended to show you the number of recipients. It will show you the number of recipients so that you can edit if needed. You can either send this message or just save this as a template for future use.
15. To Send, hit the Send button.
16. To view the status of your sent messages, go to Index/Messenger/Sent Message Log.

Additional Resources:

[How to Send an Email Messenger: Click here for Video](#)

(Within Infinite Campus, this video is also accessible by going to Index/Messenger/Message Builder, then going to the HELP Tab).