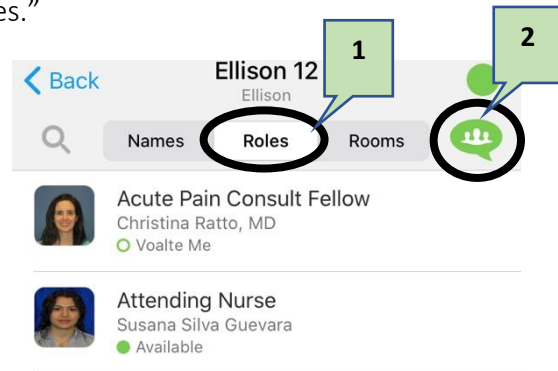# Sending a Group Message to All Users of the Same Role within the Same Unit

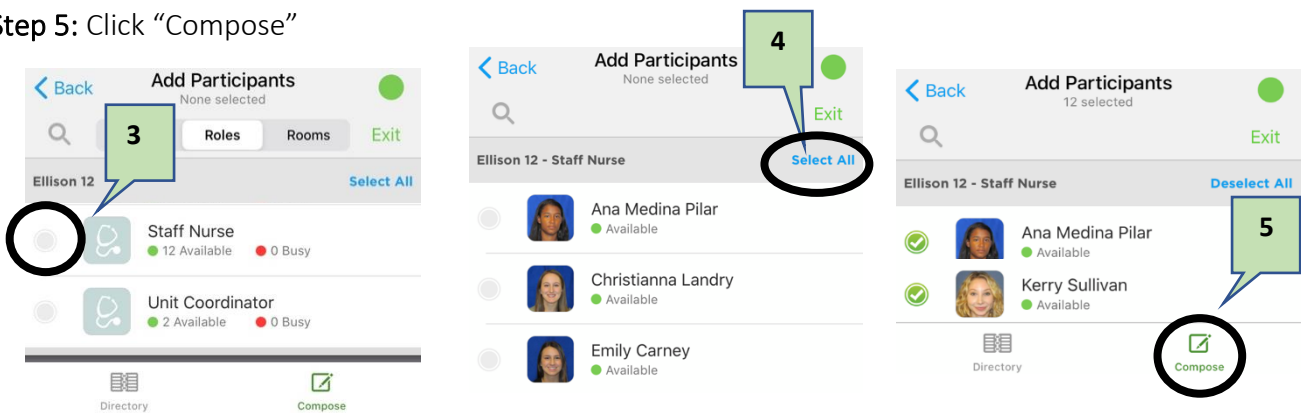**Step 1:** Instead of "Viewing by Names" select "View by Roles."

Step 2: Click the "Group Message icon"

Step 3: Select <u>Only the Roles Relevant</u> for this Group Message. Tap on the Role group (Staff Nurse, for example).

Step 4: Click "Select All"

Step 5: Click "Compose"

Step 6: Change the subject line (optional), then click Continue.

Step 7: Type your message & Click Send