# Sending a Group Message to All Users of the Same Role within the Same Unit
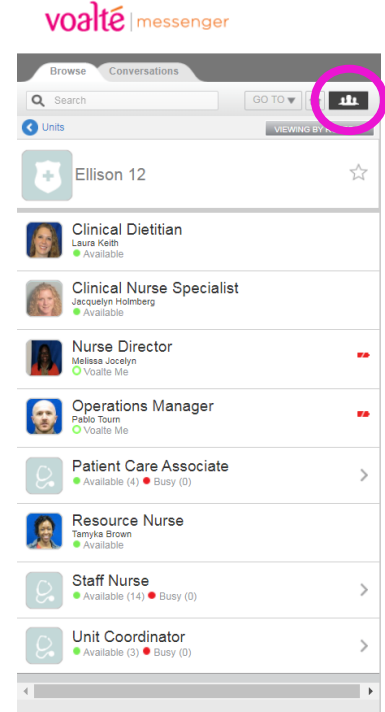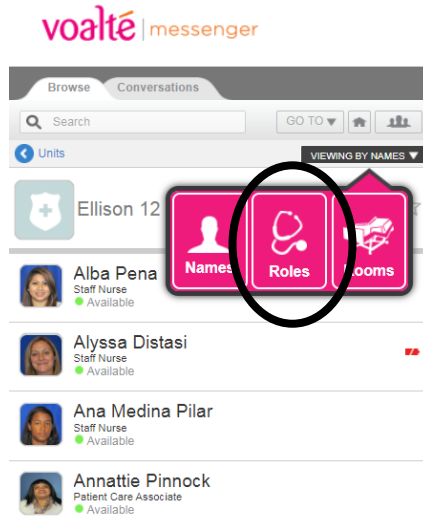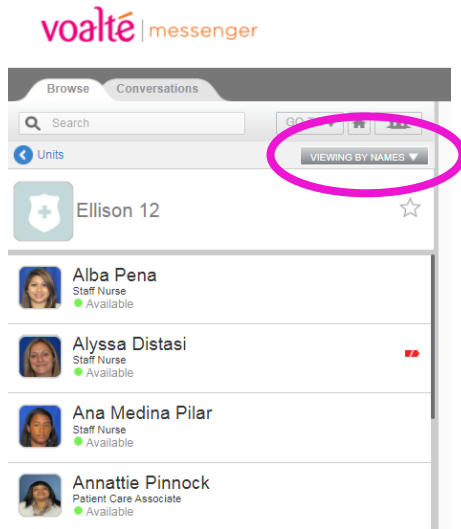
**Step 1:** Instead of "Viewing by Names" select "View by Roles."

**Step 2:** Click the "Group Message icon"



**Step 3:**

- <u>Do not</u> select ALL ONLINE.
- Select <u>Only the Roles Relevant</u> for this Group Message. To select ALL members of a Role Group click on the circle to the left of the screen. To see all users within that role, and select only particular individuals, click on the arrow to the right of the screen to see a list of specific users.
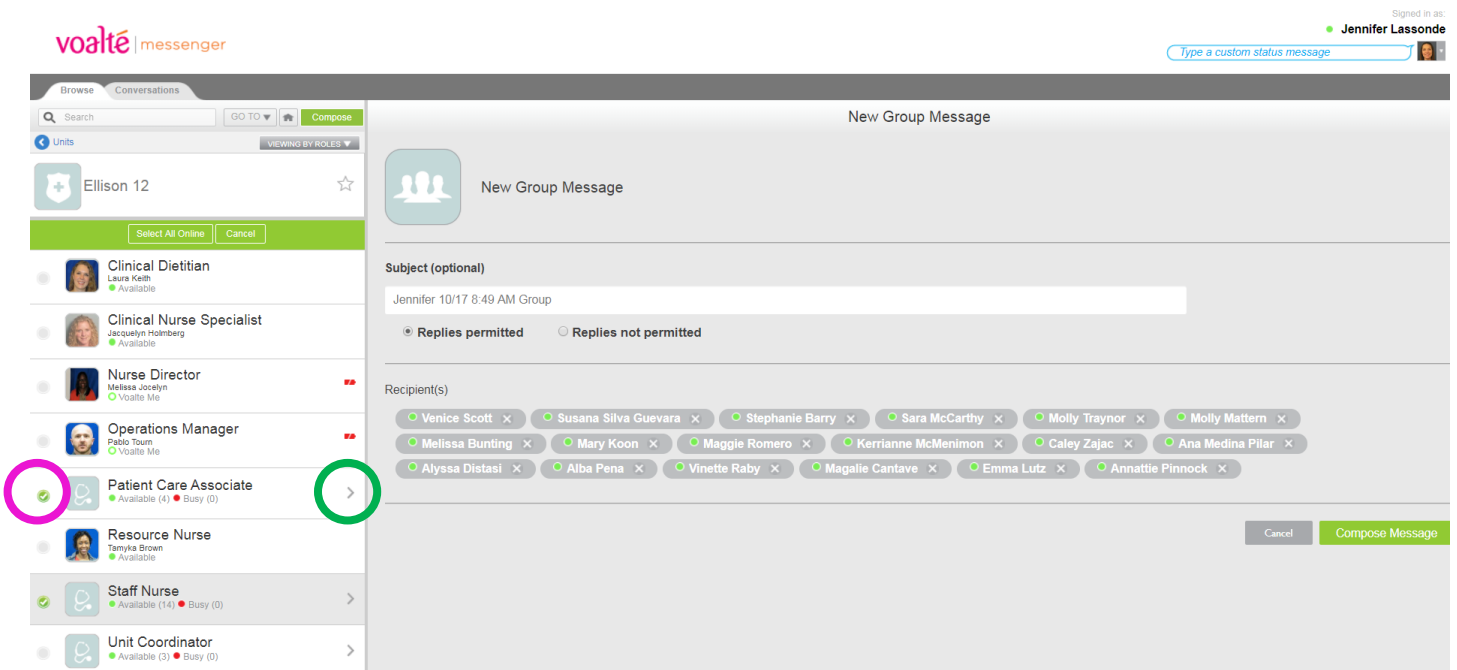


- Change the subject line (optional), then click Compose Message.