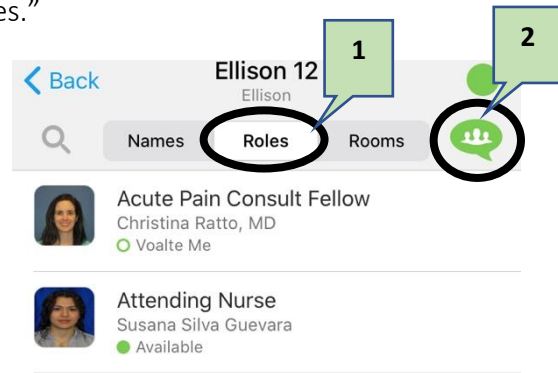


# Sending a Group Message to All Users of the Same Role within the Same Unit

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

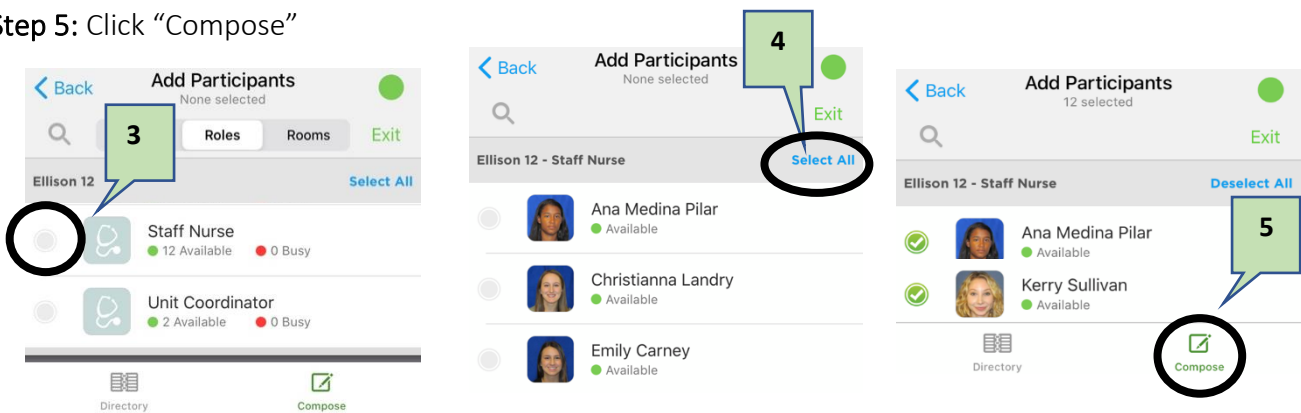
**Step 2:** Click the “Group Message icon”



**Step 3:** Select Only the Roles Relevant 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

