



How to text multiple recipients

Note Consultants need to have permission to Text set (Maintenance → Users)

1. Open the Company Selector if you are sending the text to Company People; open the Person Selector if you are sending the text to Candidates.
2. In the Search view use the criteria for 'Has a Mobile' or other relevant criteria.
All the records in the selection will be included, not just those highlighted. To text only selected contacts, highlight those required and save as a stored selection. Retrieve the stored selection and then continue.
3. Select the Mail merge Tab.
4. Use the Text Messages button - it will open a box to type the text message in. Send will send the text message to all the records on the selection.

Back to [Online Users Guide](#)

Back to [Contact Management](#)

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

<https://iqxusers.co.uk/iqxhelp/doku.php?id=ug10-9&rev=1363797909>

Last update: **2017/11/16 21:58**

