# Bulk Text Messages

**Note** Consultants need to have permission to Text set (Maintenence → 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.

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Last update: **2018/03/30 11:10**