



# Bulk Text Messages

**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.

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