



Sending Broadcast Messages

The Broadcast Message Utility allows a SmartOffice Administrator to broadcast messages to other SmartOffice Users in a local office.

To send a Broadcast Message to other SmartOffice Users:

- Click the **Message Center** button in the corner of the screen.
- In the Message Center screen, click the **New Broadcast** button.
- In the New Broadcast window, enter the Subject and Message.
- Click the **Send** button.
- The Broadcast Message will be sent to all the users in the local office.

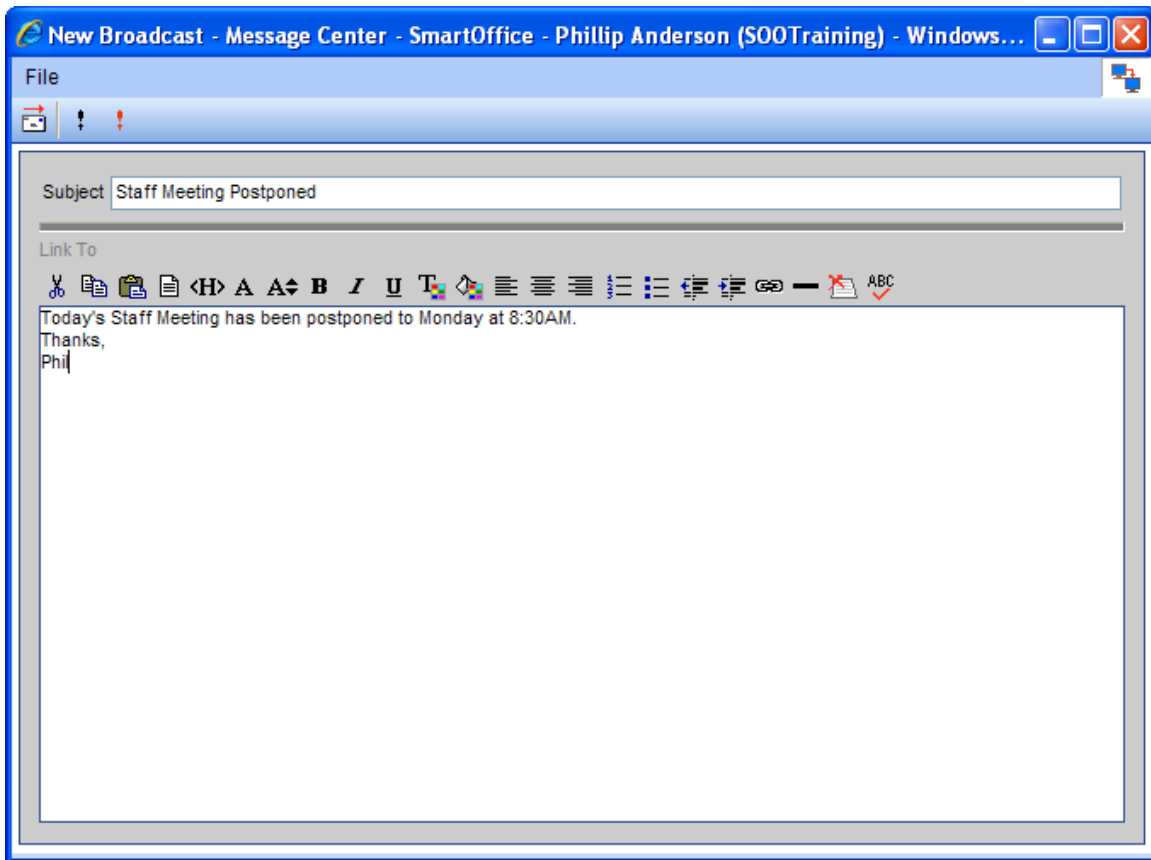


Figure 1: The New Broadcast window