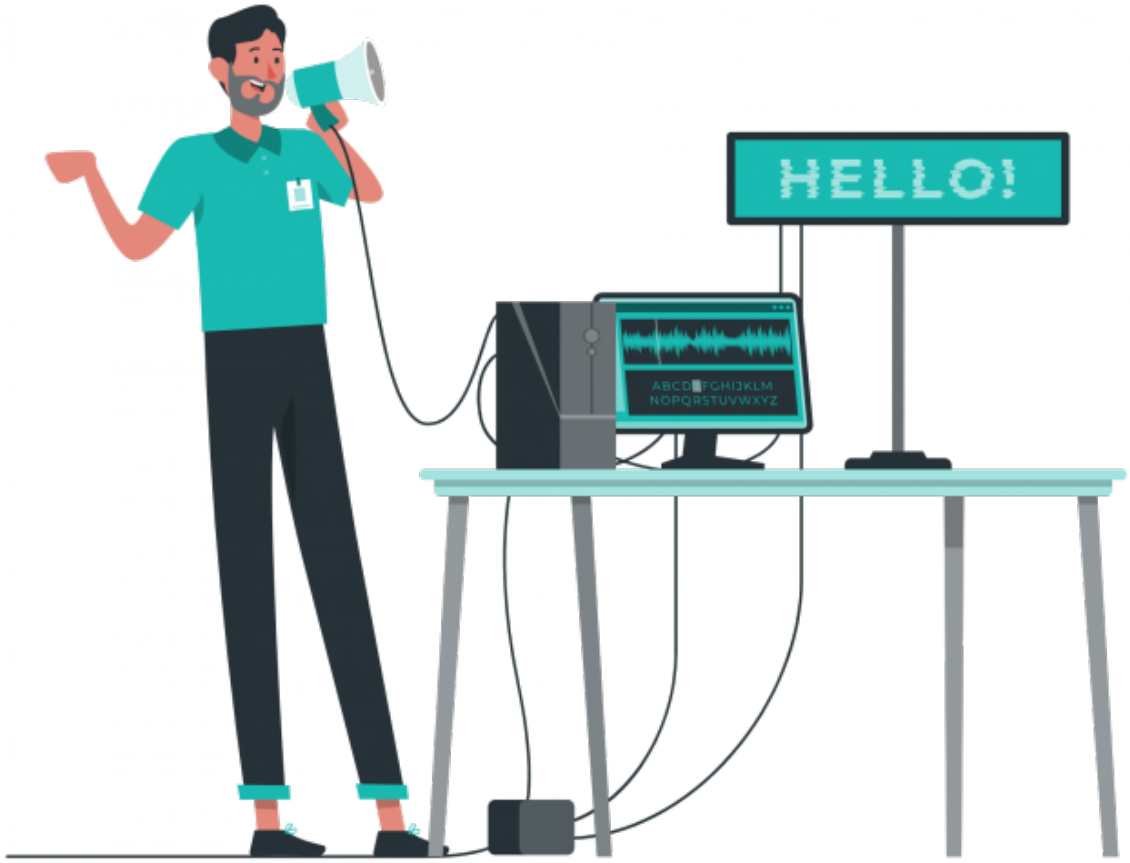
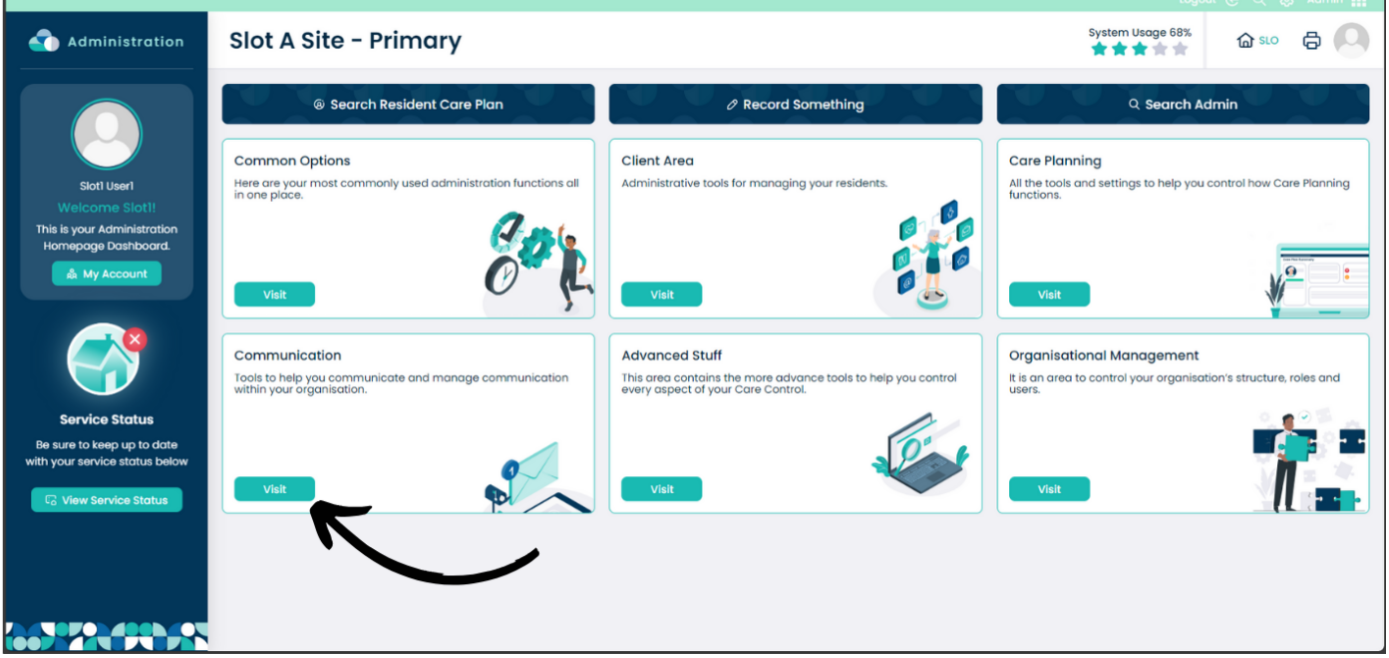
How to Create a Message on Cloud

Communication · https://cclearninghub.co.uk/docs/how-to-create-a-message-on-cloud/

How to Create a Message on Cloud

This guide will cover creating a message within Care Control Cloud Admin.

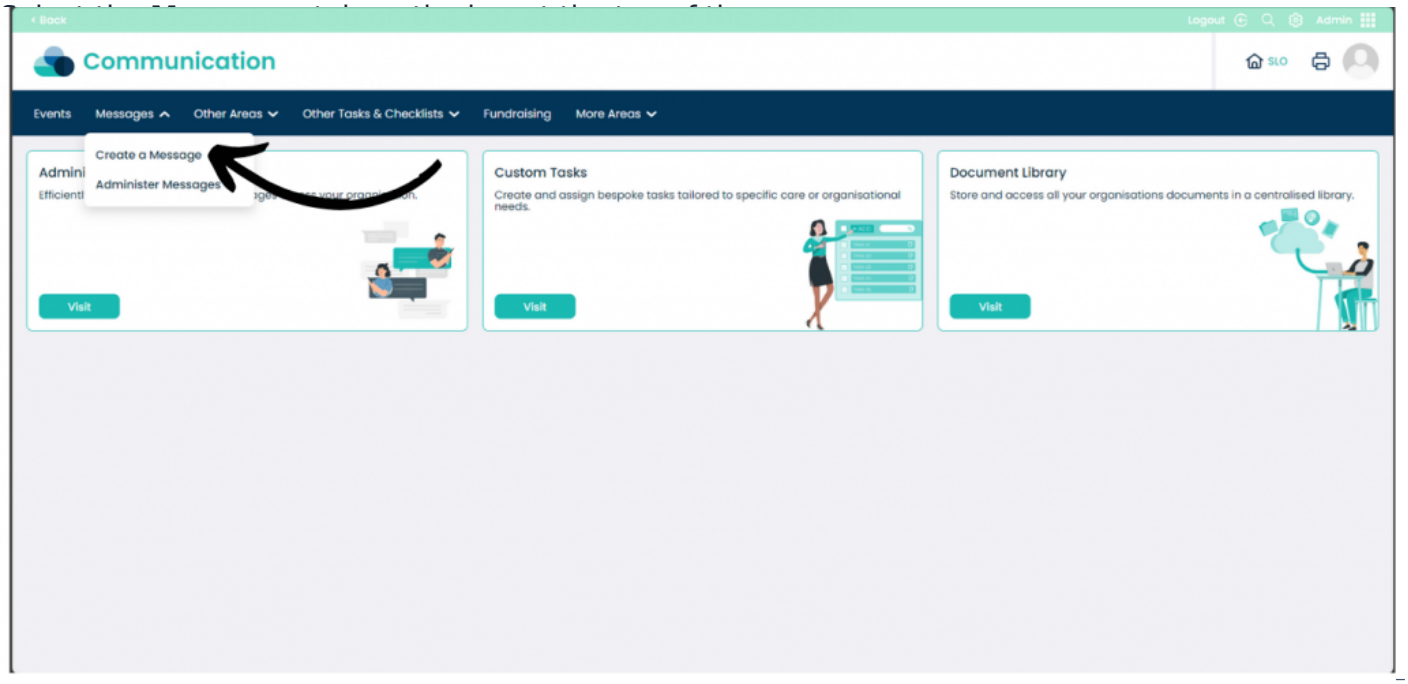


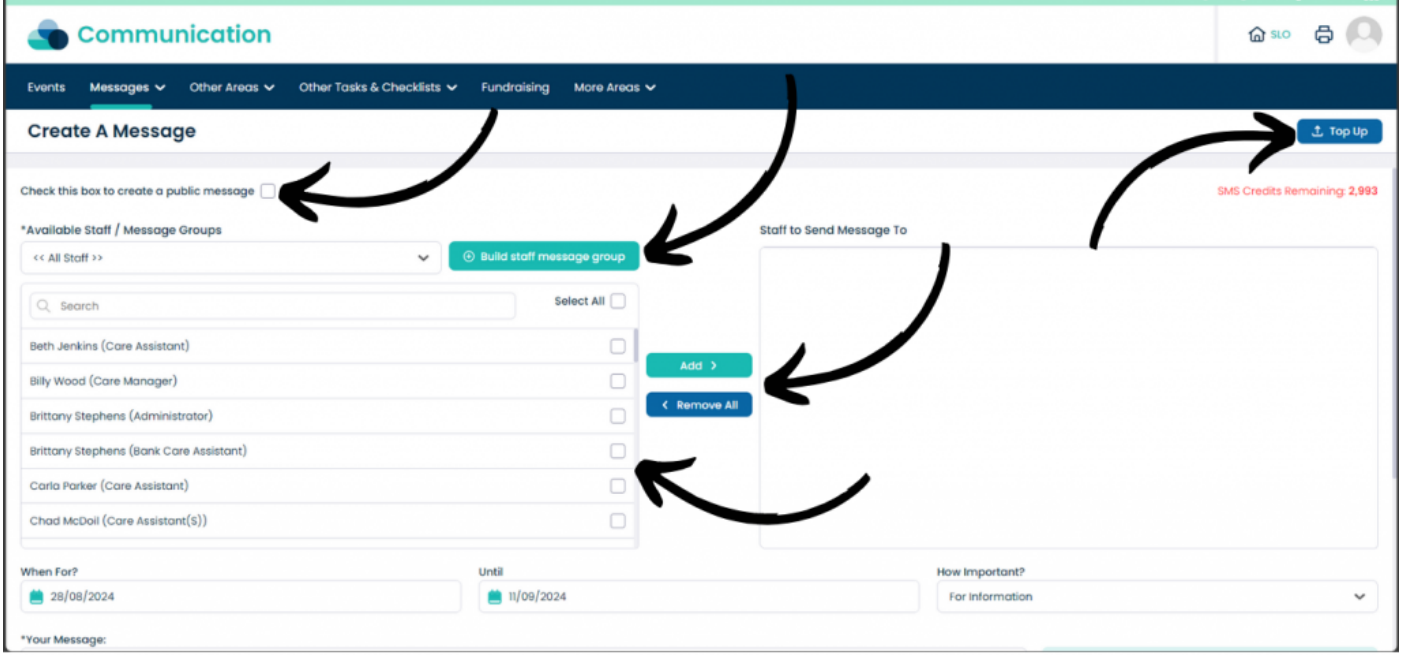


1

From the **Admin** menu select the **Communication** tab.

2





3

On this screen you have options to **Create a public message** by ticking the box, this will send a message to every user.

You can **Build staff message group** to send messages in bulk easily.

You can add staff to the **Staff to Send Message To** box by clicking the **box** next to their name and clicking **Add**.

To add more credit click the **Top Up** button on the top right of the screen to add credits to your account. You can add 1000 at a time.

4

You can set the date for sending in the **What for?** tab and the date that the message is valid until in the **Until** tab.

In the **How Important?** tab you can select the importance of the message.

In the **Your Message** box you can enter your message with as much or as little information as you would like.

Underneath the **Your Message** box is a tick box to enable **SMS Messages**. Please note that messages cost **5p per message sent.**

You can also **attach files from the Document Library** or **URLs** using the tick boxes to the right of the message pane.

