## Create New Message Blast

- 1. Click on Control Panel > Communication > Message Blaster
- 2. Click Create New under the Pending Messages or Recurring Messages section.



- 3. Fill out all required information: From, Send Date, Subject, and Message Template.
- 4. Enter your desired Message into the RadEditor text box.
- Under the To\* section enter individual email addresses into the text box, or select a distribution list from your property's drop-down menu.

_	S donotreply@axisportal.com
From*	O Mike Butron@cbre.com
-	O other
To*	
	<separate a="" by="" comma="" emails="" or="" semi-colori=""></separate>
	Property:
	One Corporate Tower - Sales
	All Emergency Contacts - Query Dire Corporate Tower - Sales - All Non-Tenant
	All Non-Tenant Users - Query
Selected	All Tenant Users - Query
Lists *	Al Users – Query
_	
	[available items] [selected items]
Send Date	Now
-	O Later 12/22/2010 2 12 W 17 W PM M (Local Time)
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	B / U E E E E F F E E O · J · S S I 2
Message	Message goes here

6. Move the desired distribution list from the **Available Items** list to the **Select Items** list using the provided arrows.

Selected Lists *	One Corporate Tower - Sales	~			
	All Emergency Contacts - Query All Non-Tenant Users – Query All Tenant Managers – Query All Tenant Users – Query All Users – Query		One Corporate T	ower-User	*
			-	- 19 - 19	*

## Notes:

- These Distribution Lists have been previously defined and setup under Control Panel > Communication > Distribution Lists.
- To create a new or edit an existing Distribution List, refer back to the <u>Creating a Distribution List</u> section of the AXIS Help Handbook.
- 7. Click Preview to ensure that the message is to your liking, and then click Send.

- If you opted to have the message blast sent at a future date, it will be saved under the **Pending Messages** list (as seen in the Step #2 screenshot) and will remain there until it has been sent out or removed.
- If you opted to have the message blast sent out on a recurring schedule, it will be saved under the Recurrences list and will remain there until the last scheduled message has been sent out or removed.