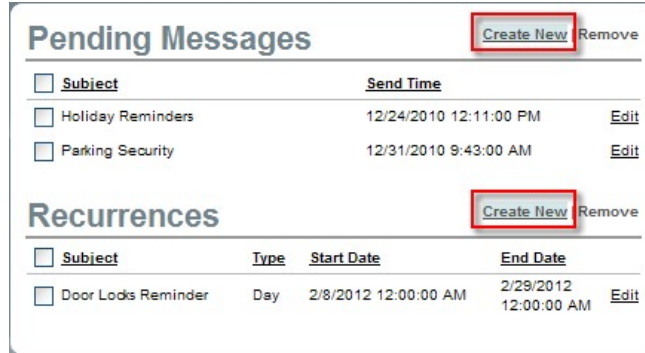


Create New Message Blast

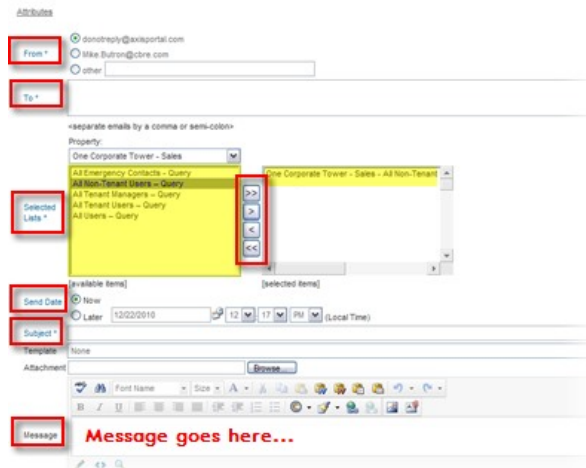
1. Click on [Control Panel > Communication > Message Blaster](#)
2. Click **Create New** under the Pending Messages or Recurring Messages section.



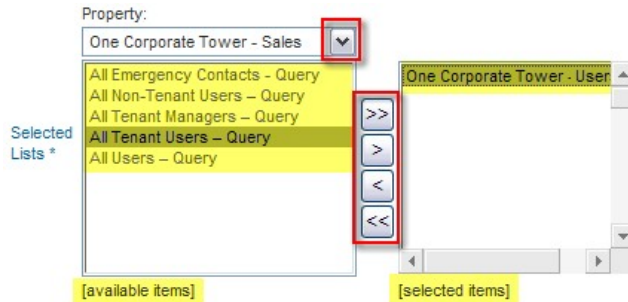
Pending Messages		Create New	Remove
<input type="checkbox"/> Subject	Send Time		
<input type="checkbox"/> Holiday Reminders	12/24/2010 12:11:00 PM	Edit	
<input type="checkbox"/> Parking Security	12/31/2010 9:43:00 AM	Edit	

Recurrences		Create New	Remove
<input type="checkbox"/> Subject	Type	Start Date	End Date
<input type="checkbox"/> Door Locks Reminder	Day	2/8/2012 12:00:00 AM	2/29/2012 12:00:00 AM

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



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



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 [Creating a Distribution List](#) section of the AXIS Help Handbook.
7. Click **Preview** to ensure that the message is to your liking, and then click **Send**.

Note:

- 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.