Message Blast Quick Start Guide

The Message Blast Interface

Menu Tabs · Settings · Send as · Reply as · Message title · Message body · Preset Messages · Search · Start send date · Mark as critical · Send button · Reset button · Other recipients comma seperated · Recipients list
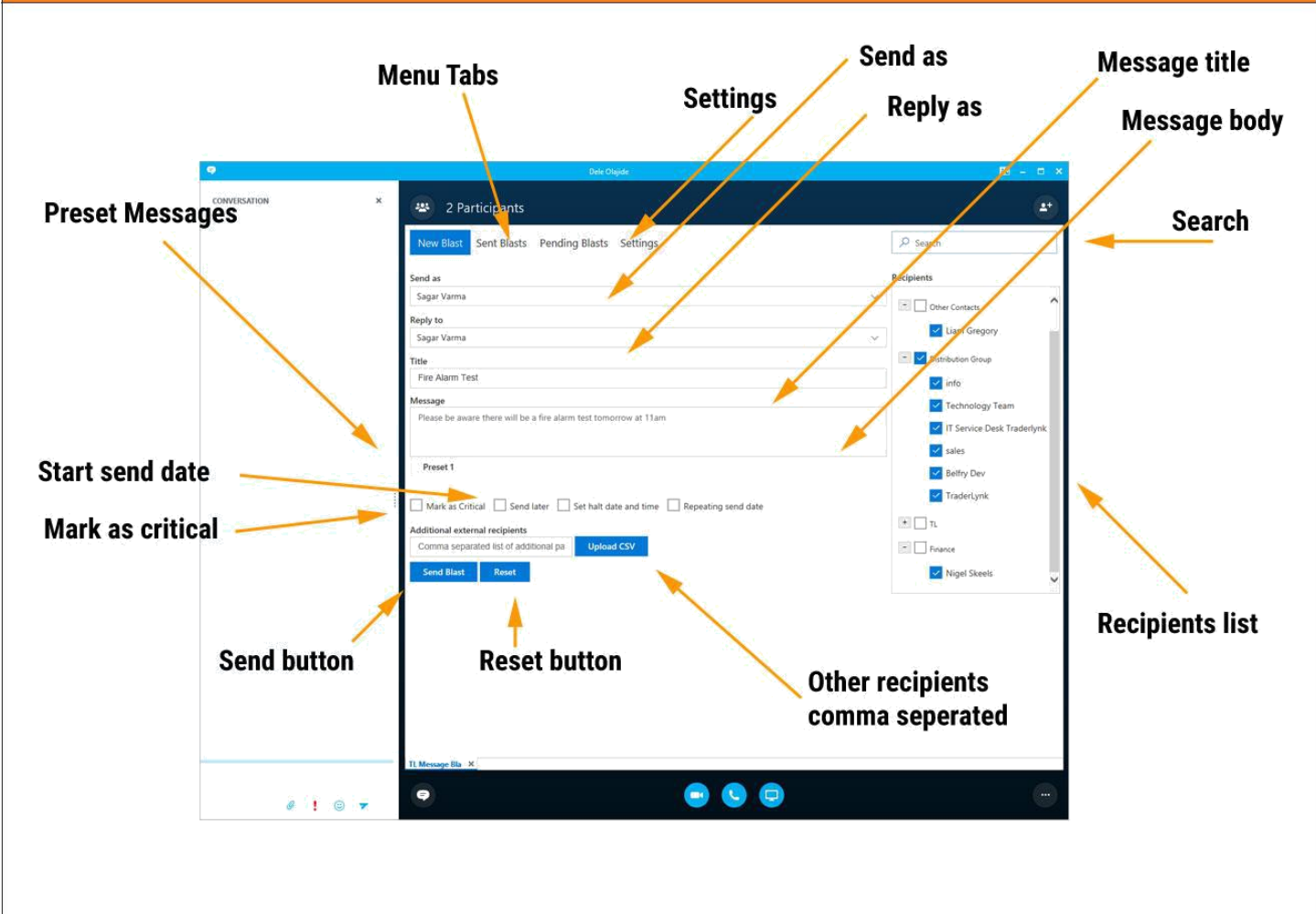
The Fundamentals

- **To Start the Application:** Open Microsoft Skype for Business and sign in. Open a chat window. A pop-up window will appear in the bottom right corner,. Click on the three dots in the bottom right corner of the window and select TL Message Blast. The application will open.
- **To Change view:** Click on the tabs at the top of the application (Inbox, NewBlast, SentBlasts)
- **Inbox:** Incoming reply messages to blasts are listed here
- **New Blast:** This is where outgoing Blasts are composed
- **Sent Blasts:** This view lists all the Blasts that have been sent since the server was last started
- **To Close the Application:** click the close button on the top right corner of the window. The application will continue to run in the background
- **To Shut Down the Application:** close the application and log out of Microsoft Skype for Business.
- **Search:** Enter a user name to search for and press enter. Search will return one or many users with new checkboxes at the top of the Recipients list. Tick a checkbox to select the user.

Glossary

Message Blast	A message sent to multiple recipients over Skype for Business
Reply to	The SFB address that we receive any replies (if any).
Title	Title for the Blast.
Message	Message body for the blast. Highlighting text brings up the HTML Styling menu for bold, underline and adding url links
Mark as critical	Adds a red priority! To the received message.
Start send date	Set a date in the future that the message will be sent.
Other recipients	Manually add additional recipients in comma separated format or upload a csv file.

| Pressing the "X" button to the left of the search field: This will reload the recipients with only the selected search items and the previously returned list.	Send button	Send the blast after a check dialogue
	Preset Buttons	Inserts a preset title and message that can be edited from the settings tab.
	Search	Enter a username and press the enter key to search.

# The Message Blast Sent Blasts
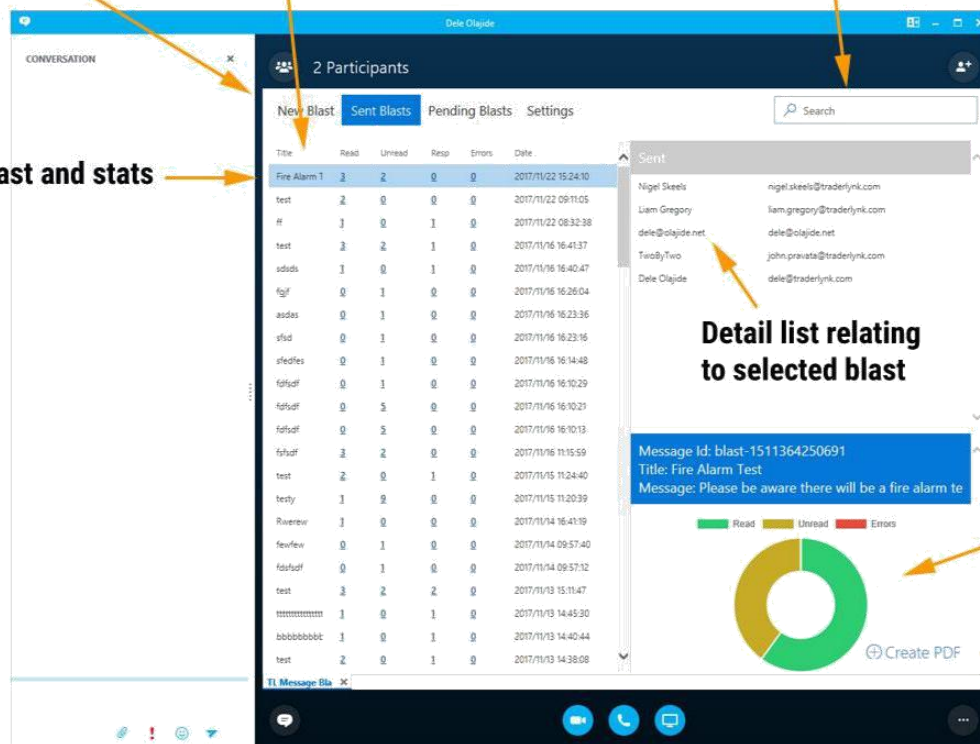
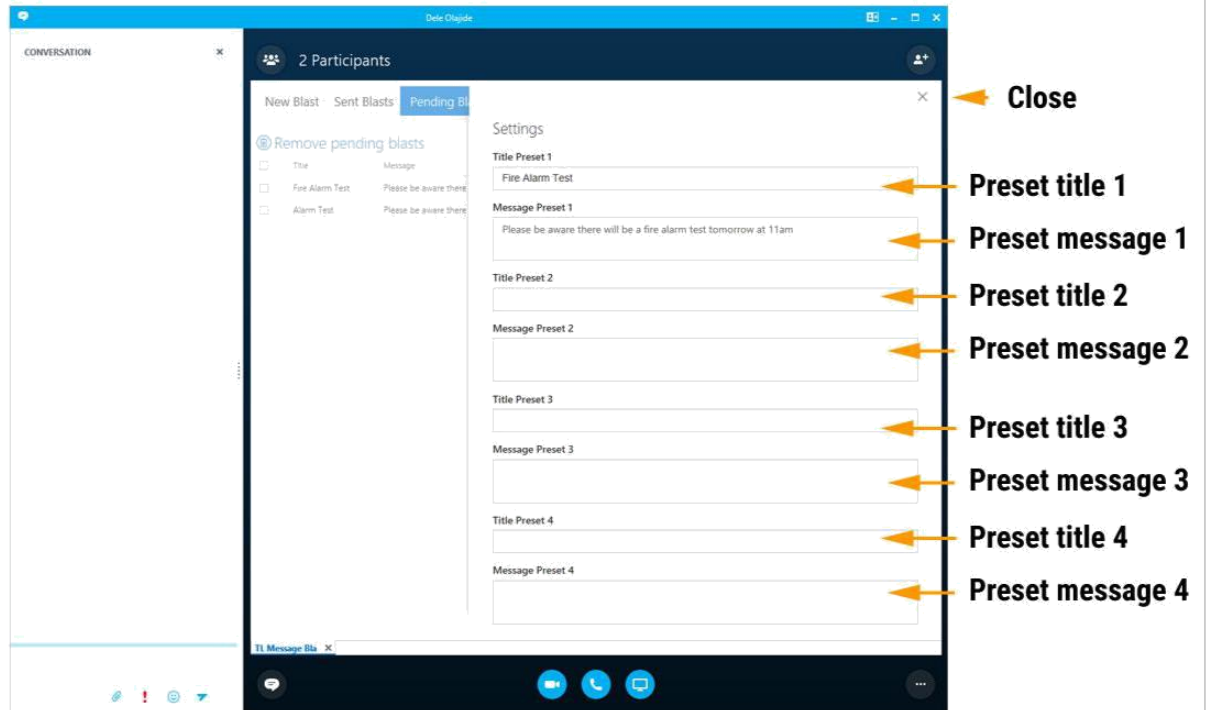| The Fundamentals		Glossary	
• **Sent blasts view:** Shows all the blasts that have been sent, Status, Statistics and date for each message.		**Title**	The Title of the sent Blast
• **Right hand panels show contextual detail**		**Status**	How many blasts have been
• **Search:** Live search updates filter on left panel and search query on to left panel concurrently		**Statistics**	delivered Received, Read and
• **Right hand top panel:** Lazy loads 100 items at a time. Scrolling to the bottom loads the next 100.		**Date**	Responded Date the blast was sent

The Message Blast Pending Blasts
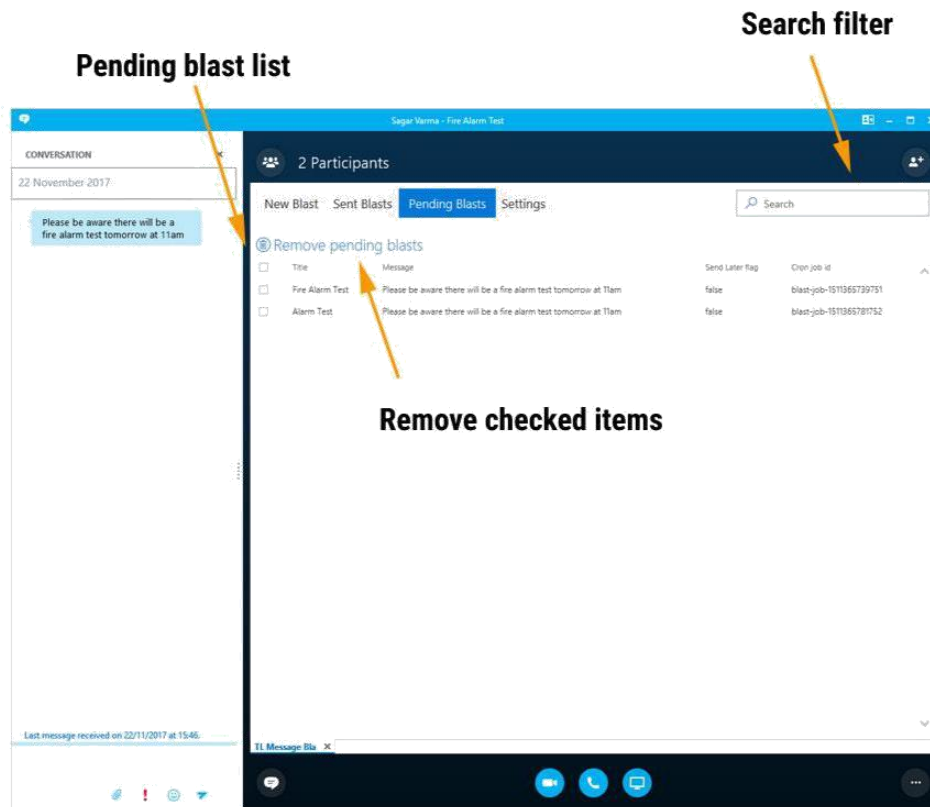
The Fundamentals

- **Pending view:** Shows all pending blasts that are queued and waiting to be sent.
- **Check boxes:** Use the check boxes to select Blasts to be cancelled and removed from the pending list. Press the "Remove pending blasts" to clear the selected pending blasts.

Glossary

Title	The Title of the pending Blast
Message	The blast message content
Cron job id	The id of the blast to send

The Message Blast Settings

The Fundamentals	Glossary	
• **Presets:** Presets allow blast message content to be saved and used multiple times. 4 presets are available • **Close:** Clicking the close button stores the presets • **Accessing presets:** Once a preset has been stored by closing the panel, a Preset button will be displayed on the New Blast view. Clicking the preset button populates the title and message fields accordingly	**Title Preset x**	Field for adding a preset Title
	Message Preset x	Field for adding a preset Message
	Close	Close button to save