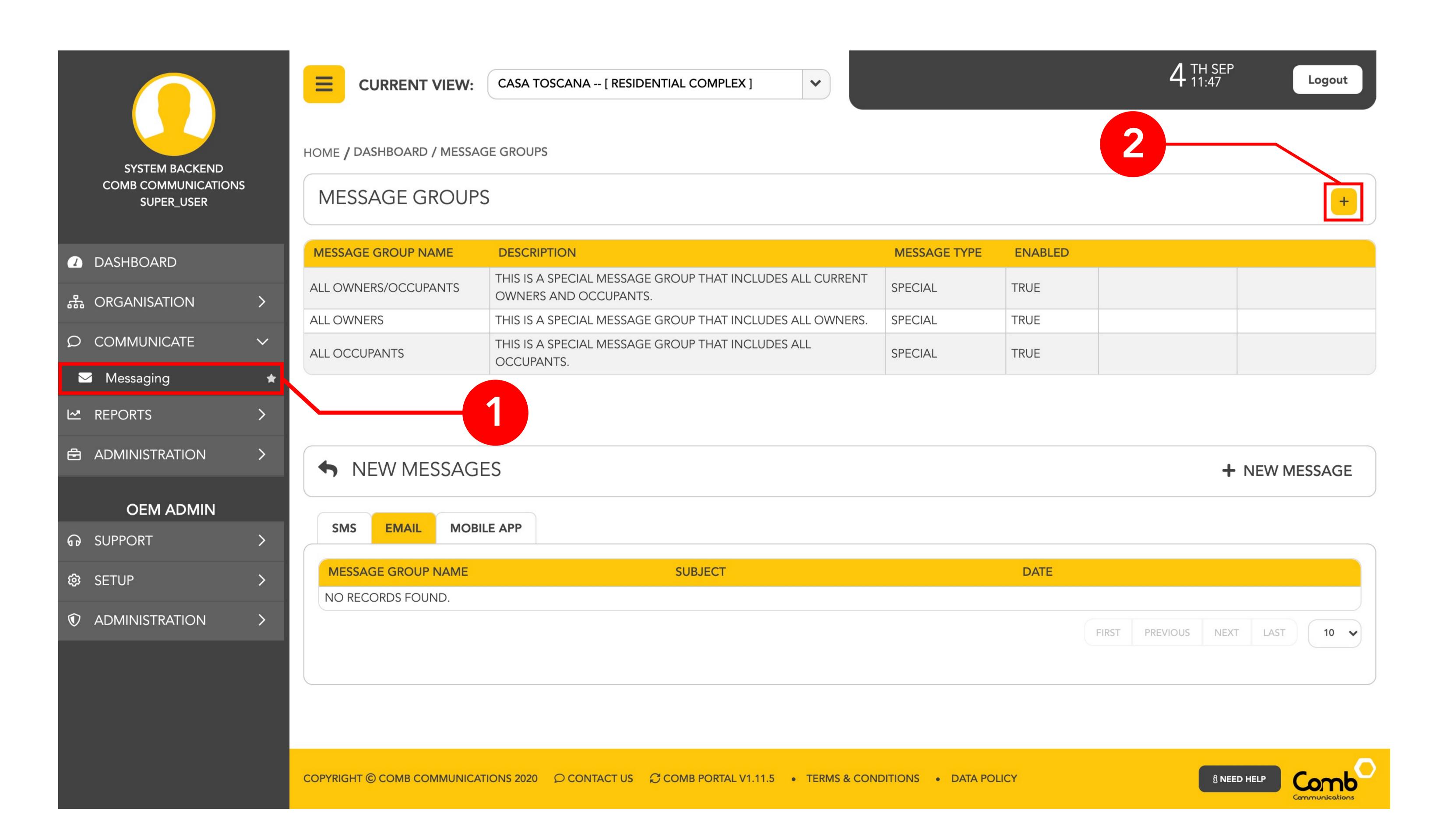
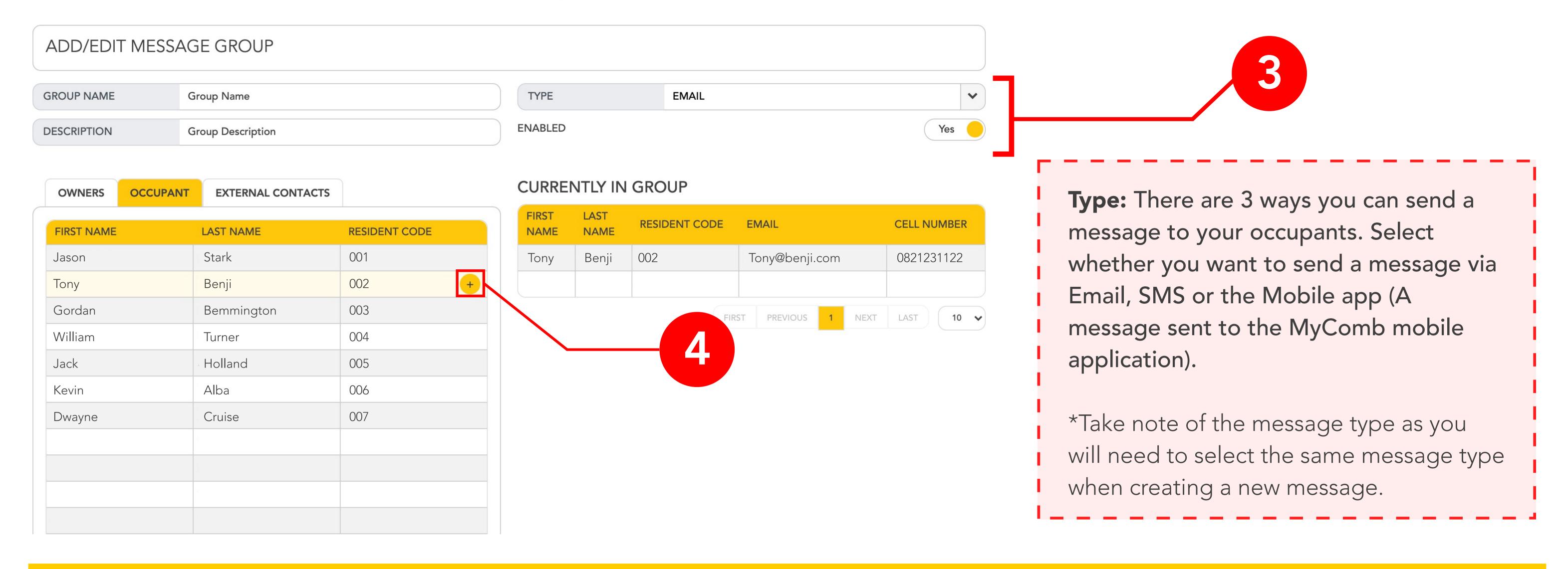


How to send bulk Emails, SMSs and Mobile app messages

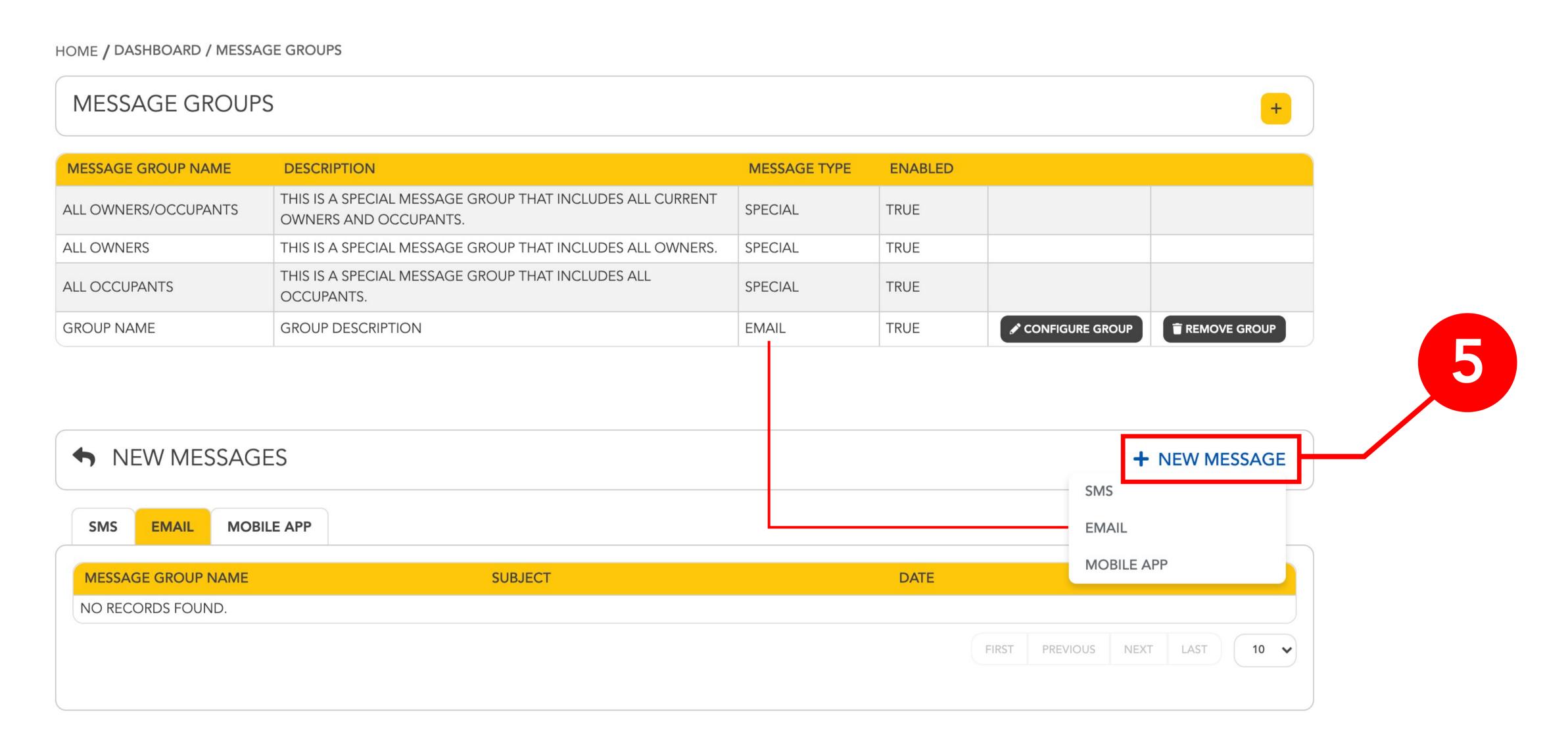
- 1: Log into the Comb Portal and navigate to the "Messaging" page from the side menu.
- 2: Three groups are created by default: All Owners/All Occupants/All Owners and All Occupants. Create a custom group by clicking the "+" button in the "Message groups" header.



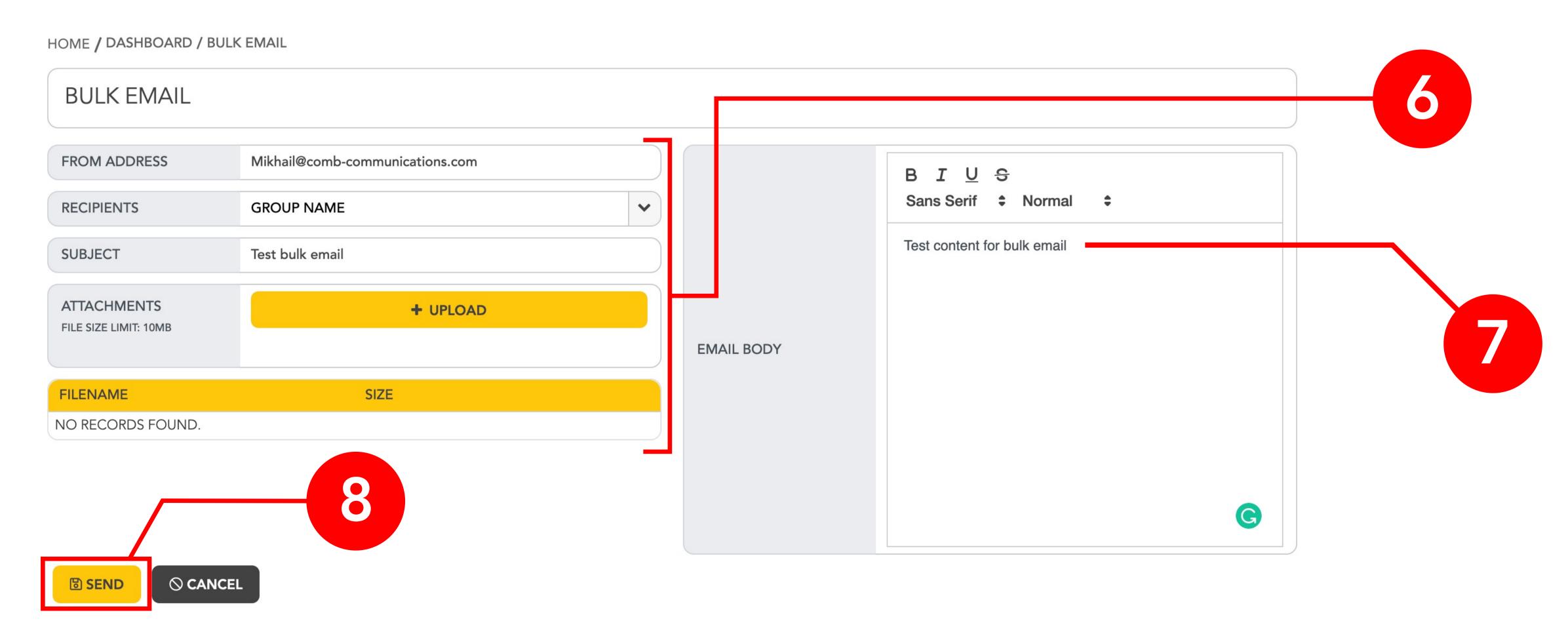
- 3: Complete the fields for the 'Group name', 'Group description' and 'Type' for the group you will be creating.
- **4:** Add Owners, Occupants and External contacts to the group by clicking the "+" button associated to the user you would like to add to the group. Once completed click the "Save" to create the group.



5: Click the "+ New message" button in the "New messages" header. Select the same message type as the group you have created.



- **6:** Complete the required fields and upload any attachments that you would like to send with your message. Please note there is a file limit size of 10 Mb for your attachments.
- 7: Write the message in the message body component on the right-hand side.
- 8: Once you have completed the fields and are happy to send your message, click the "Send" button.



Congratulations! You have successfully sent a bulk message!