

# Texting all Staff & Students

- On Seqta, navigate to [correspondence sms](#) - This is found under administrator workspace (Spanner) > Correspondence
- Under **Mode** Select Plain Message
- Select your send to requirements
- Under Staff and students select the groups you want to send a message
- Write a small message.
- **Get line manager to sign off on the mass text since it does cost!**

**Send SMSes - Correspondence**

**PROCESS** **PREVIEW**

**MODE** Plain Message

**PRESET** Edit

**SEND TO** Neither

Select student ...

Select staff ...

**SEND SMSes**

SEND LETTERS

SEND EMAILS

SEND DIRECT MESSAGES

EXPORT

CORRESPONDENCE LOG

**New template**

NAME Enter a name for the template **Delete** **Save** **Save a copy**

**SUBJECT** **Insert field** APPROXIMATELY 0/160 CHARACTERS (1 MESSAGES)

Enter the contents of your SMS message

**Clear**