Sending Private Messages as the Workspace Manager to Everyone

Kahootz Support - 2024-02-01 - Workspace Managers

As a Workspace Manager, you may need to send a message to all your users simultaneously.

However, some may have changed their email preferences, meaning they no longer receive any alerts.

To overcome this, you can message all your members in your workspace regardless of their preferences.

> **Tip:** Click here to see What Alerts & Notifications are sent via eMail Preferences.

To do this:

1. Go into your workspace and select the **"Manage Workspace"** cog wheel icon.
2. Select **"Send Email as a Manager"** from the dropdown.
3. Type in a **"Subject"** and your **"Message."**
4. Under **"Broadcast"** select the toggle.
   "Send to everyone in the workspace regardless of their email delivery preferences."
5. Click **"Send Message."**

Related Content

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