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Sending Private Messages as the Workspace Manager to Everyone

Software Support - 2019-07-04 - [Workspace Managers](#)

As a Workspace Manager, you may need to send a message to all of your users at once. However, some may have changed their email preferences meaning they no longer receive any alerts.

To overcome this, you can send a message out to all users in your workspace regardless of their preferences.

Kahootz Tip: For more information on What Alerts & Notifications are sent via eMail Preferences - [click here](#).

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

- [Being a manager](#)
- [How-To Change eMail Preferences](#)