Northwestern OFFICE OF HUMAN RESOURCES

**Workforce Software** 

Group Messaging

## To access Workforce Software, log in with your NetID and NetID Password at <u>this site</u>: <u>https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do</u>

Process for Group Messaging			
1. Open Group Messaging:			
	On the homepage, click <b>Group Messaging</b> under Employees.		
	Employees		
	Group Messag	ing	
	Tin: Supervisors can use this function to communicate information about timesheets or to send		
	reminders to their employees.		
2.	• Select Employees:		
	Check the box next to an Assignment Group to send a message to all employees in the group, or click the black arrow to select employee(s) to send a message to.		
	Employees		
	Select All Deselect All 🍞 Sort 🕶		
	✓ Z Rebecca Crown's Employees (5)		
	✓ ✓ Allen, James (100)   ✓ € Evans, John (106)		
	Mudd, Seeley (109)		
	Searle, Frances (106 )		
	Tin: To find staff members in a large list use the Sort butten to sort but ast Name. First Name or		
	Employee ID number.		
3. Type Message:			
	Select <b>Email</b> as the delivery method, then enter a subject line and body message in the text box.		
	Assistant will be listed as an option, but is not configured in the system. Email must be chosen.		
	Delivery Method:	Z Email	
	Delivery Method.	Assistant	
	Message:	subject (assistant & email only)	
		message body	
		0/1000	
4. Send Message:			
Once the measure is complete while found at the two of the second			
	Your message will be gueued for delivery and will be delivered to the Northwestern Outlook email		
	inbox of the selected recipient(s) within a few minutes.		