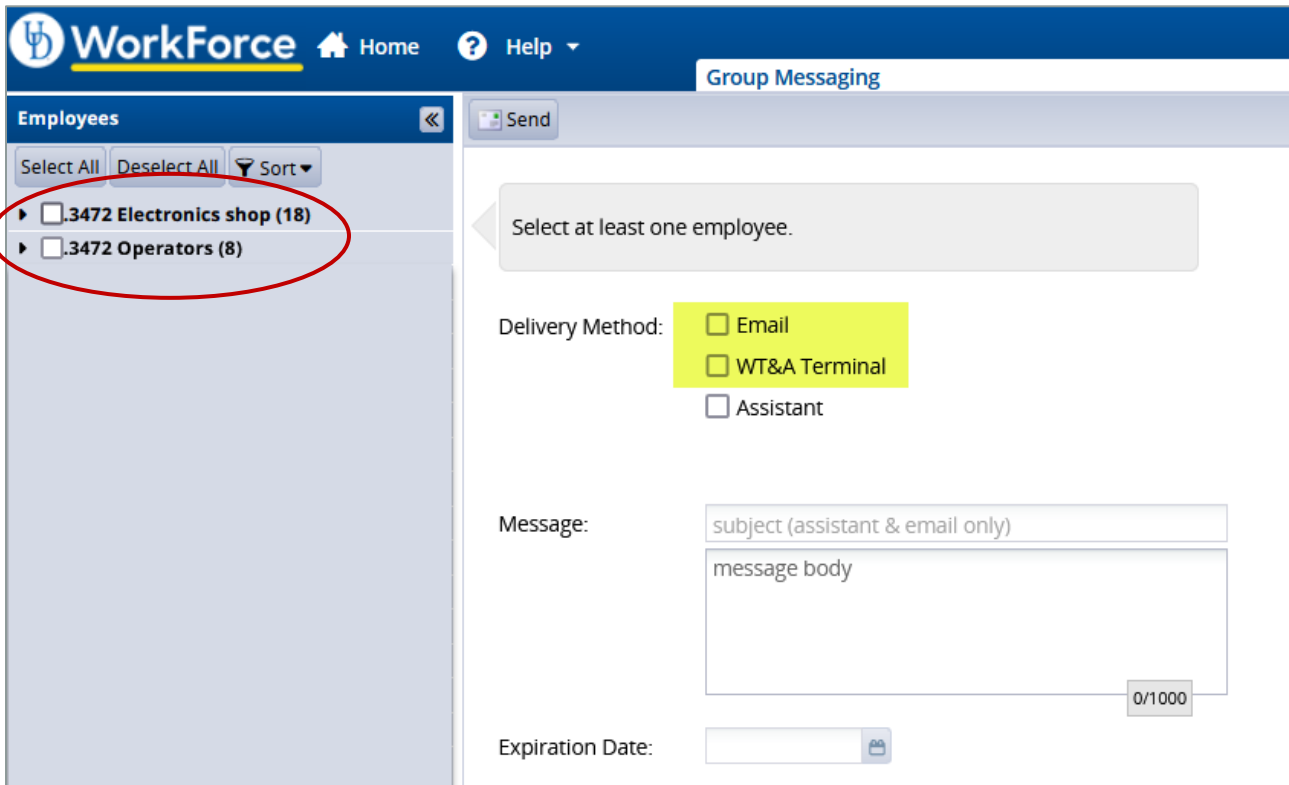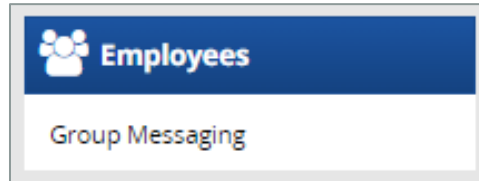**Managers can send a message to a single employee or multiple employees they manage.**

1. On the UD WorkForce **Home** screen, in the **Employees** area:
   - Click **Group Messaging**



2. Using the **Employees** panel on the left:
   - Select the employees.
   - You can select specific employees or assignment groups

3. Select the **Delivery Method** for the message.
   - **Email** – this sends the message to employee's UD email address.
   - **WT&A Terminal** - this sends the message via a clock terminal.
   - **Assistant** - not applicable

If **Delivery Method** is **WT&T Terminal ,** enter these fields:

- **Message -** type the message in the box.
- **Subject** - used only when **Email** is selected.
- **Expiration Date** (optional) **-** enter the message's end date. (The default is 1 year from current date.)

1. Click **Send**.
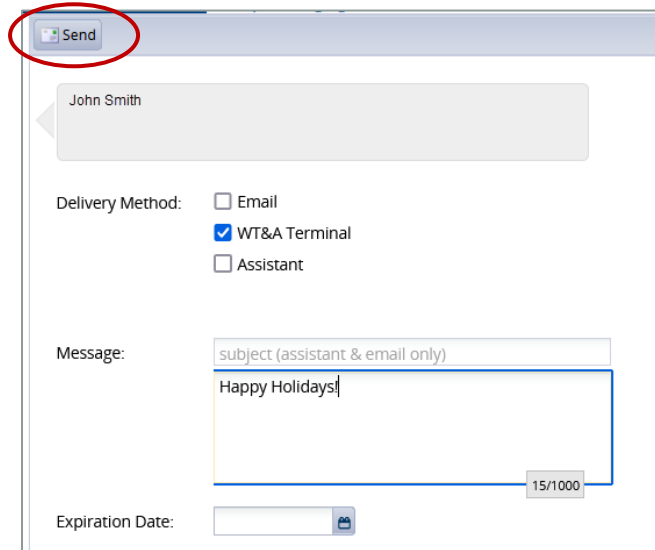


**What Message Look like on a Terminal**

The message is displayed to the employee(s) during a transaction that requires identification. Messages are marked as read when the user presses the Next button.