



MOBILE DOORMAN
University

How-To Send an All-property Message

Welcome to Mobile Doorman University

Using your Mobile Doorman custom apartment app, you can push communication to all - or a select few - residents, directly to their phones. In this lesson, we'll focus on how to send a message from your Mobile Doorman Dashboard.

The screenshot shows the 'Send Message' interface in the Mobile Doorman dashboard. On the left is a navigation menu with 'Admin' selected, containing options like Messages, Shift Notes, Maintenance, Bulletin Board, Packages, Authorized Entrants, Lease Renewals, Events, Content Tiles, Users, and Launch Flyer. The main area is titled 'Send Message' and includes a search bar for 'Sample Building'. Below the search bar are fields for 'Recipients' (with a placeholder: 'resident name, unit number, unit group, property name, or event'), 'Attach' (set to 'No Attachment'), 'Named groups' (a dropdown menu), 'Subject', and 'Message' (a large text area). There is an 'Urgent?' checkbox with a note: 'Urgent messages are sent immediately to all residents. Recipients using the app will receive a push notification as normal. However, non-app recipients will receive a text message instead of an email. Urgent messages can be no longer than 140 characters.' A yellow 'SEND MESSAGE' button is at the bottom right.

Step 1: Go to manage.mobiledoorman.com

Step 2: Log in with your email address and password (*If you don't know it, click forgot password*)

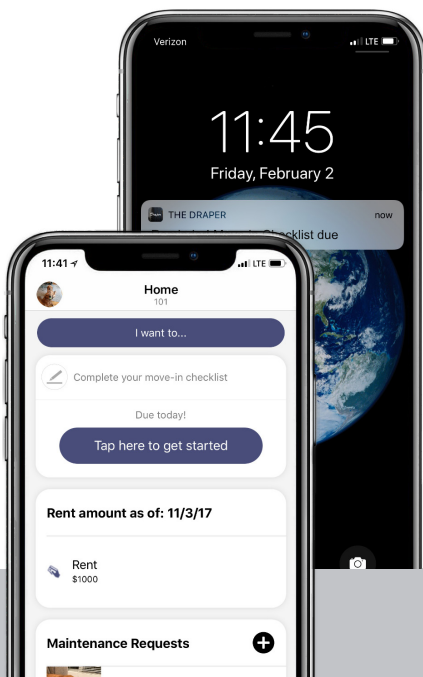
Step 3: Click on *Messages* in the left-hand navigation bar

Step 4: Click on *Compose* in the top-right corner of the page

Step 5: Select your message recipient(s). Type in your building's name to send an all-property message

Step 6: Make sure to use a subject, this will be used as the push notification

Step 7: Then press *Send Message*



Interested in more?
Visit www.MobileDoorman.com today