Communicate quickly and easily with your entire organization or specific groups.

- Eliminate the need for creating listserv's and email groups by utilizing the messaging function within your organization’s portal.

**Member Messaging:**
- Send a message to members of your portal. You can reach out to groups or individually select members to receive your communication.
- You can select specific Members by name or select based off of your organization’s groups under Lists.
- Similar to sending an email, select the people you want to receive the message, type the subject line, then write what you want to convey in the body of the message.
  - You can also send pictures, links, and other media within messages.

**Text Messaging:**
- Text messaging will allow you to see the texts your portal has sent out, and allow you to send out new texts.
- **Send a Text Message:**
  - Any member who has their phone number included within their MyBC profile can receive a text message through MyBC.
  - Select Members by name or a group of members by List.
  - Similar to a Tweet, text messaging is suggested to be 120 characters or less. Texts over 120 characters may not be received by all members.
  - Text messages cannot contain pictures or any other media.

**Custom Email Lists:**
- Rather than creating a listserv and entering in each member and their email, MyBC allows you to create a email list using the members already within your portal. This feature will automatically use the email members used to sign up for their MyBC account, eliminating the possibility of incorrectly entering a member’s email.
  - You can select specific recipients for that list, or groups already established within your portal, such as your organization officers, or freshman representatives.
- Once lists are created, simply find the list you wish to email and click **Send Message**.

**Contact Books:**
- Contact books are a convenient way to save the contact information for people who may not have a MyBC account.
- Great for outside of BC contacts that are needed from year to year, or for anyone at BC who does not have a MyBC account. Example: the contact information for a bus company for a yearly retreat, or for a t-shirt company who does your organization’s shirts from year to year.
- Once you have created a contact book entry, you can use the other messaging features to contact that entry.

Why to use Messaging functions-

Send out messages without using email or your phone, and without spending time creating outside listserv’s and email groups.

- If your membership is up-to-date and you have utilized the groups functions to organize your members, the messaging functions are a simple and quick way to send out information without taking the time to gather everyone’s email, sorting it into the groups you need, and then creating listservs.
  - Since Messaging uses the email your members used to create their MyBC account, it decreases the chances of incorrectly entered emails not getting to the right people.