



## INFINITE CAMPUS: EMERGENCY MESSENGER QUICKSHEET

*Post near your desk for easy access during an emergency*

1. **Log into Infinite Campus** and select Messenger on the sidebar then Emergency Messenger under it. (Make sure you have selected the current school year on the top bar.)
2. **Select a template or create a new message.**
3. **Send message to:** Select your audience. Pick Student Messenger Contacts, Staff or both.
4. **School Options:** Select your School then Grade Options and/or Staff Types.  
*Default is All Grades/ All Staff.*
5. **Ad Hoc Filter:** Optional
6. **Delivery Devices:** Select Inbox, Email, Voice and/or Text.
7. **Message Subject & Body:** Must be filled in to send any type of message. To send a text message, enter it separately under the **Text Message** field at the bottom.
8. **For voice messages:**
  - a. **To record:**
    - i. Click the **Record a Message** button. A Public Voice File Recorder window will open.
    - ii. Dial either of the two numbers listed and enter the PIN number.
    - iii. After you record your message, **press #** to finish then **press 3** to save. (*You can also press 1 to re-record or press 2 to listen to the message, but make sure to save before you hang up!*)
    - iv. Once the recording is saved, hit refresh if the file does not appear on your screen.
    - v. Download this file as a wave format to your computer by clicking the second icon. Make sure to know where the file is downloaded on your computer.
    - vi. Close the Recorder window and go back to the Emergency Messenger page.
  - b. **Upload the recording:** Click the **Choose file** button and upload the wave file (.wav) to Infinite Campus by selecting browse to find your file on your computer and then clicking upload. *Your file will appear on the screen once it is uploaded.*
9. **To send the message, click preview/send:** A pop-up window will summarize the delivery of the message. Click the send button to send out the message.