

How to send a direct message to all team members

As a team manager, you can send an email to all team members by using the Team Contact Form under the Manager Tasks drop-down. This *overrides* member settings where your participants may have opted not to receive other notifications from your portal team in their Group Subscription settings, such as team Exchange messages.

Step 1

Log in and go to your team. Then open the **Manager Tasks** dropdown.

Step 2

Select **Contact Team Members**.

Step 3

Fill out the Team Contact Form just as you would write an email and click **Submit**.

Note: You are not able to create a draft message or schedule when it sends. You cannot attach files, include images, tables, or unique fonts in the message.

Your team members will receive an email displaying the content of the message, your name, and the team's name with a link so they can log in to WA Portal and access your team.

The email will come from our email address (waportal@doh.wa.gov) and be addressed to a do-not-reply account. All members in the team will be bcc'd.

