

InTouch Messages Settings

Notification Title

Make this specific to the message being sent –
include subject and date of message

DO NOT leave the system-generated title

i.e. General – 11-23-2020 0900

New General Notification

This wizard will guide you through the creation of your notificatio

1. Recipients » 2. Scheduling » 3. Messages

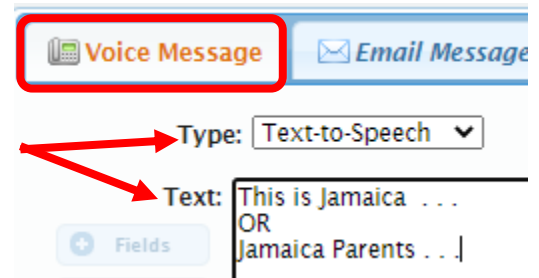
NO Notification Title: General - 11-23-2020 0856

YES Notification Title: Hava - Thanksgiving wk update - 11-20-20

Voice Messages:

Text-to-Speech messages - must start with school name

Spelling phonetically will improve the sound of your



Voice Recording messages - if your principal records a message they need to include the school name at the beginning of the message

NOTE: Phone call messages need to be short. Anything over 30-45 seconds is too long.

≈18% of voice calls are being “hung up” on – making this less effective for delivering information

Text requirements:

Message **MUST** start with school –

NO EXCEPTIONS!

i.e. Havasupai, Nautilus, Thunderbolt etc. OR

Hava ES, Naut ES, Tbolt or TMS etc.



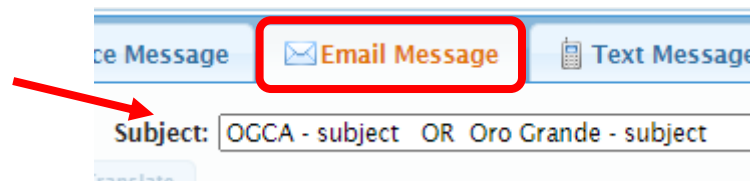
Email requirements:

Subject for email **MUST** start with school –

NO EXCEPTIONS!

i.e. Havasupai, Nautilus, Thunderbolt etc. OR

Hava ES, Naut ES, Tbolt or TMS etc.



If email is for a specific person/department make sure to include a call back name and number

i.e. Nurse, Attendance, Counselor