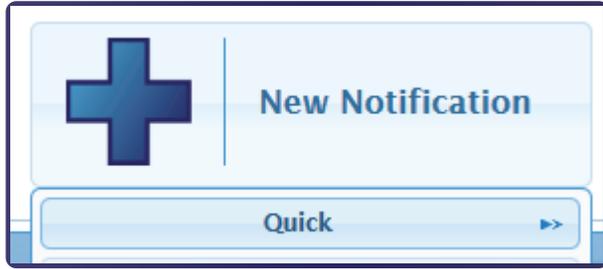# How to create a Quick Notification in **intouch**:

Access **www.intouchk12.com** and log in using your username and password
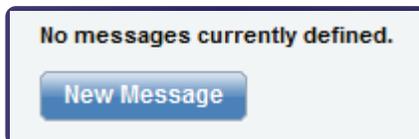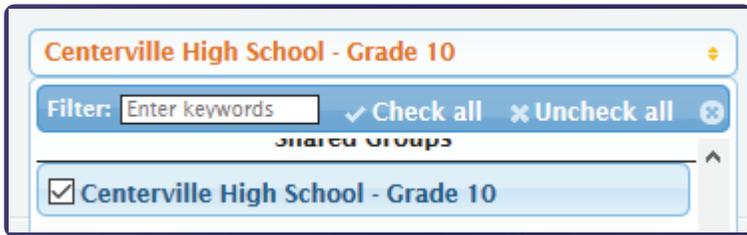
Click on **New Notification**, then from the drop-down menu, select **Quick**

Enter a Notification Title

Select your Group(s) to contact and click **Continue** when finished
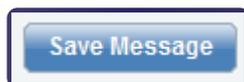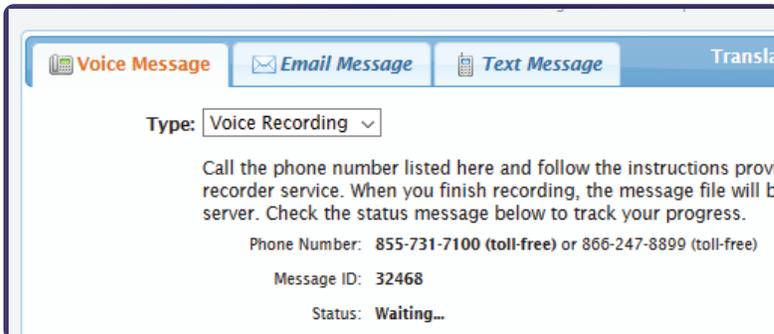
Set your desired date and time for this Notification to be delivered and click **Continue** when finished
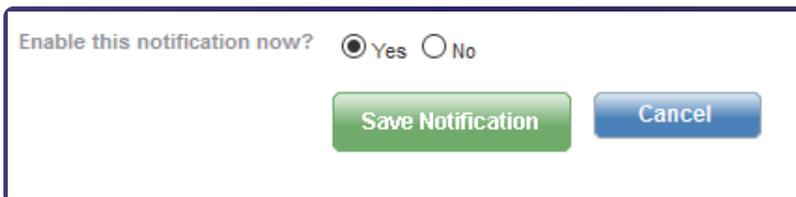
Click **New Message**

Follow the instructions for recording your message over the phone. To add Email or SMS message, click on the associated tabs.

Note: You can create any combination of Voice, Email, or SMS Messages

Click **Save Message** when you are finished editing your messages. Click **Continue**

Review your settings and if correct, click **Save Notification**. Your Notification is now setup to be delivered at your chosen date/time and can be found under the Notification List

Three ways to access **intouch**:

Main site address:

www.intouchk12.com

Mobile site address:

m.intouchk12.com

Mobile Apps for **intouch**:

Google Play Store for Android

**Intouch
Manager**

Apple iOS App Store

**Intouch Notification
Manager**