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







	2	
Unice Message Email Message	Text Message	Transla
Type: Voice Recording \checkmark		
Call the phone number listed here and follow the instructions provi recorder service. When you finish recording, the message file will b server. Check the status message below to track your progress. Phone Number: 855-731-7100 (toll-free) or 866-247-8899 (toll-free)		
Message ID: 32468		
Status: Waiting		
Save Message		
nable this notification now? Image: Yes O No		

Save Notification

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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

Phone: (888) 338-7177

Cancel

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



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Intouch Notification Manager



Phone: (888) 338-7177 Email: support@edulinksys.com