TEXTING STUDENTS IN NAVIGATE

1. Select the student or students you would like to text:

Staff Home 🔻									
Students	Upcoming	g Appointments	My Availability	Appointment Queues					
My Assigned Students for Spring 2020 👻									
Actions 🔻									
		STUDENT NA	ME 👻	WATCH LIST					
	1	Baylor, Betty							
	2	Baylor, Bobby							
	3	Bear, Bruiser							
	4	Bear, Joy							
	5	Bear, Lady							
	6	Bear, Marigold							

2. Choose "Send Message" from Actions drop-down menu:

My Assigned Students for Sp

Actions 🔺					
Send Message	15				
Create Appointment Summary	ME				
Appointment Campaign					
Schedule Appointment					
Issue Alert					
Export Results					
Show/Hide Columns					

3. Choose "Send Text" tab:

SEND A MESSAGE TO 3 PEOPLE					
Send E-mail Send Text					
To: Bobby Baylor, Joy Bear					
Message:					
You have 160 characters remaining of 160 characters.					
Cancel	Send Message				

4. Type in text message and click Send Message. If you are sending a message to multiple students, each student will receive your message as an individual text. Also, if this is your first text to a student, you may want to introduce yourself briefly at the beginning. Remember, text messages can be more widely viewed, especially if a phone is left out on a public space, so please read the "Texting Dos and Don'ts" document, too.

SEND A MESSAGE TO 3 PEOPLE				
Send E-mail Send Text				
To: Bobby Baylor, Joy Bear,				
Message: Please check your Baylor email for an important message.				
You have 104 characters remaining of 160 characters.				
Cancel Send Message				

5. When a student responds to your text message, you will receive a notification email. For the student to continue receiving your messages as texts, return to Navigate and select your Conversations icon:



6. Once you find the text message from the student, click on it and you will see an arrow to select to reply:



7. When you click the reply arrow, the box that appears will default to "Send E-mail". Be sure to select "Send Text" before replying and the student will receive your reply as a text:

