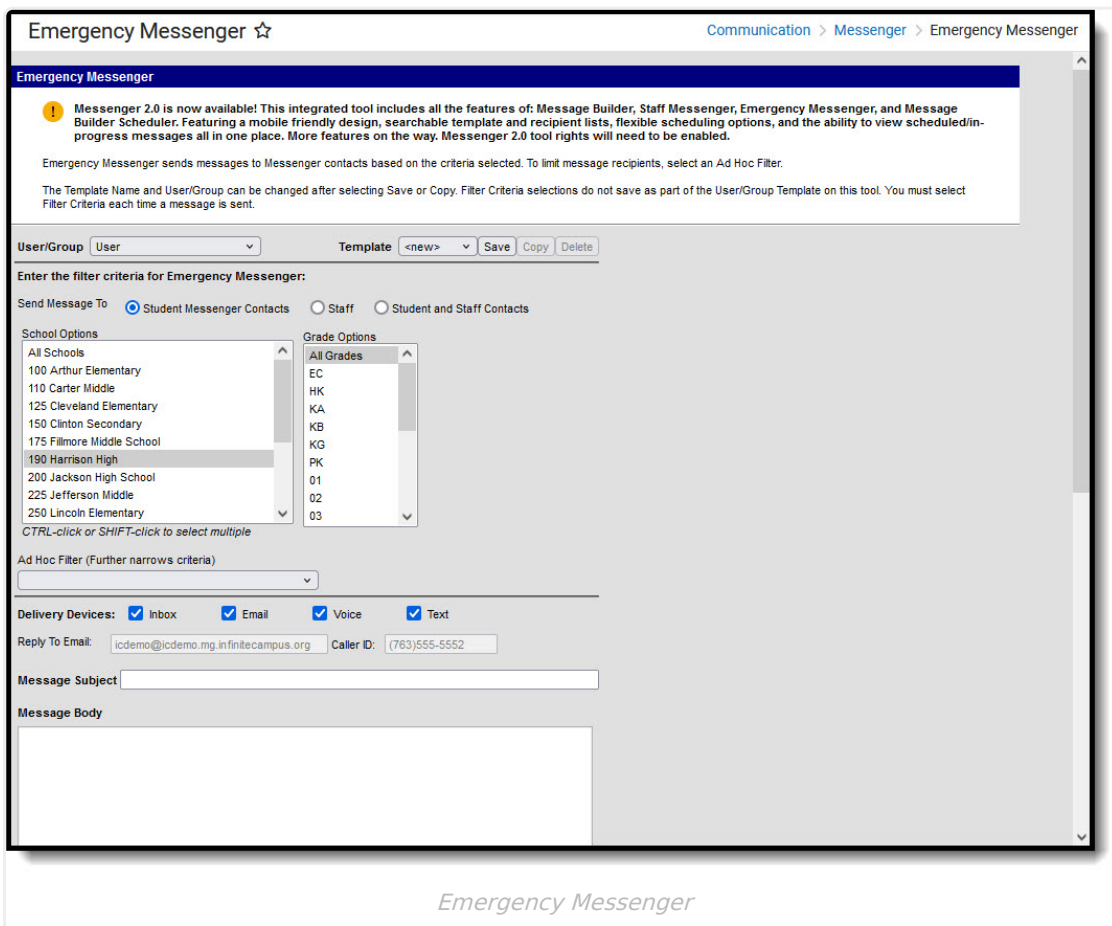


# Emergency Messenger Tool Rights (Messenger 1.0)

Last Modified on 12/14/2025 8:45 pm CST

Staff such as **Front Office Staff** or **Principals** can use the Emergency Messenger to quickly create and deliver emergency messages to staff or guardians.

See the [Emergency Messenger](#) article to learn how to use this tool.



The screenshot shows the Emergency Messenger interface. At the top, there's a navigation bar with "Communication > Messenger > Emergency Messenger". Below this is a header "Emergency Messenger" with a star icon. A yellow warning box states: "Messenger 2.0 is now available! This integrated tool includes all the features of: Message Builder, Staff Messenger, Emergency Messenger, and Message Builder Scheduler. Featuring a mobile friendly design, searchable template and recipient lists, flexible scheduling options, and the ability to view scheduled/in-progress messages all in one place. More features on the way. Messenger 2.0 tool rights will need to be enabled." Below the warning, it says: "Emergency Messenger sends messages to Messenger contacts based on the criteria selected. To limit message recipients, select an Ad Hoc Filter. The Template Name and User/Group can be changed after selecting Save or Copy. Filter Criteria selections do not save as part of the User/Group Template on this tool. You must select Filter Criteria each time a message is sent."

The main form has a "User/Group" dropdown set to "User" and a "Template" dropdown set to "<new>". There are "Save", "Copy", and "Delete" buttons. Below this is a section "Enter the filter criteria for Emergency Messenger:". It has three radio buttons: "Send Message To" (selected), "Staff", and "Student and Staff Contacts". Under "Send Message To", there are two lists: "School Options" and "Grade Options". "School Options" includes: "All Schools", "100 Arthur Elementary", "110 Carter Middle", "125 Cleveland Elementary", "150 Clinton Secondary", "175 Fillmore Middle School", "190 Harrison High", "200 Jackson High School", "225 Jefferson Middle", and "250 Lincoln Elementary". "Grade Options" includes: "All Grades", "EC", "HK", "KA", "KB", "KG", "PK", "01", "02", and "03". Below these lists is a note: "CTRL-click or SHIFT-click to select multiple". There is an "Ad Hoc Filter (Further narrows criteria)" dropdown. Below this is a "Delivery Devices" section with checkboxes for "Inbox", "Email", "Voice", and "Text", all of which are checked. Below this is a "Reply To Email" field with the value "icdemo@icdemo.mg.infinitecampus.org" and a "Caller ID" field with the value "(763)555-5552". Below this is a "Message Subject" field and a "Message Body" text area.

## Related Tool Articles:

- [Messenger Settings](#): Must be set up prior to using Emergency Messenger. (Emergency Messenger can only be used once students are active in the current school year)
- [Messenger with Voice - Setup and Details](#): Technical details for districts that use Campus Messenger with Voice.

## Available Tool Rights

R	W	A	D
View existing templates and send messages.	Modify existing templates.	Create new templates.	Delete templates.

## Suggested User Groups

- [Front Office Staff](#)
- [Principals](#)

See [User Groups and Suggested Roles](#) for more information.

---