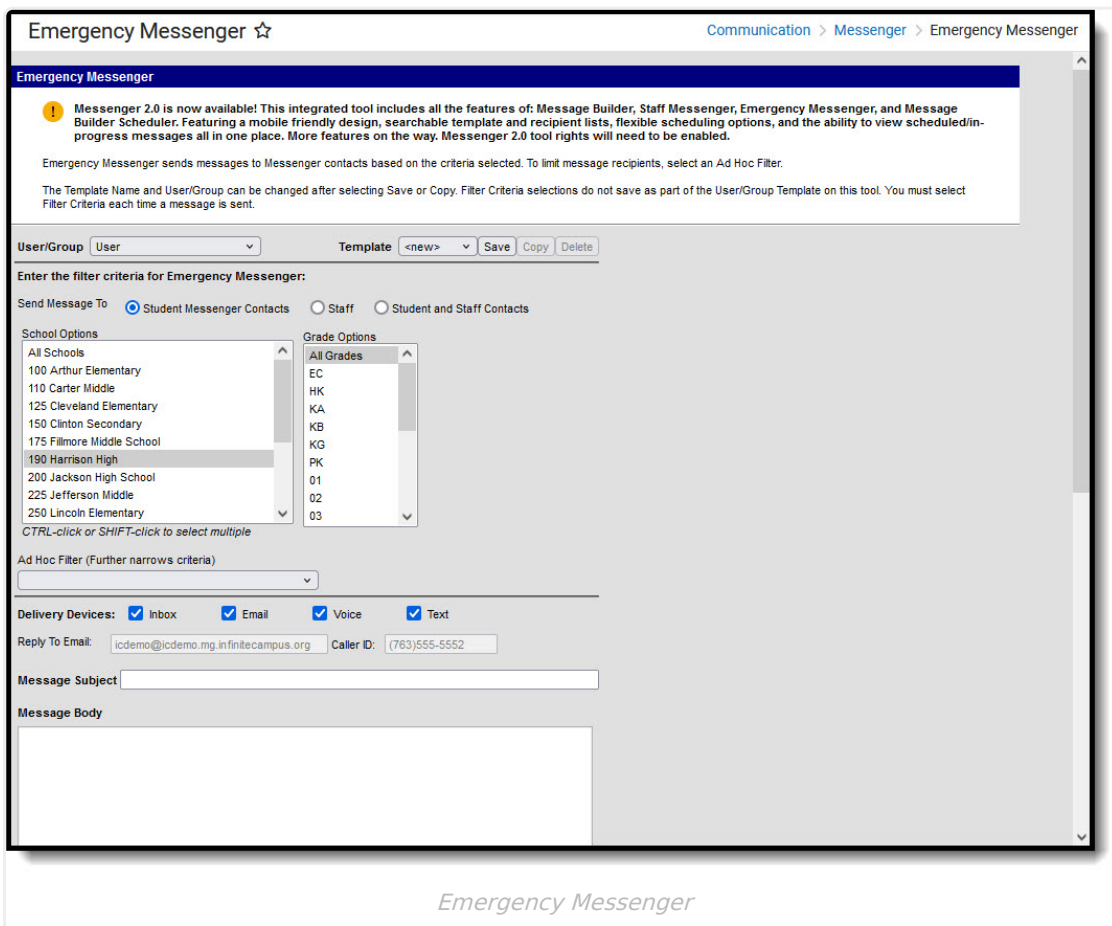


Emergency Messenger Tool Rights (Messenger 1.0)

Last Modified on 07/25/2025 9:53 am CDT

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 form includes fields for "User/Group" (set to "User") and "Template" (set to "<new>"), with "Save", "Copy", and "Delete" buttons. Below these are radio buttons for "Send Message To": "Student Messenger Contacts" (selected), "Staff", and "Student and Staff Contacts". There are two scrollable lists: "School Options" (listing schools like 100 Arthur Elementary, 110 Carter Middle, etc.) and "Grade Options" (listing grades EC, HK, KA, KB, KG, PK, 01, 02, 03). Below these is an "Ad Hoc Filter (Further narrows criteria)" dropdown. At the bottom, there are checkboxes for "Delivery Devices": "Inbox", "Email", "Voice", and "Text" (all checked). Below these are fields for "Reply To Email" (icdemo@icdemo.mg.infinitecampus.org) and "Caller ID" ((763)555-5552). There are also fields for "Message Subject" and "Message Body".

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.