

## How to Send a Direct Message with Office Hours Enabled with the App and Website

Staff can enable office hours to let people know the best times they can be reached.

If you initiate a direct message with a teacher or staff member who is currently outside of their office hours, you will be informed that they unavailable. *Note: If you do send a message to someone outside of their office hours, the message will be delivered when you click send. However, the recipient can choose to reply, or not reply, while out of office.* 

## Send Using Website Browser

1. Create a Direct Message. When selecting staff that have Office Hours enabled, you may see a note that "recipient(s) is outside of office hours." Hover over their name(s) to see a pop-up with the office hours for each person that is unavailable.

Cobb Demo School	New Direct Message	
Martina Sanchez 8th Grade • Cobb Demo School	Send the same message to one or more recipients in separate	
	Office Hours	
合 Posts	Joe Mitchell: 8:00 AM - 4:00 PM EST(Weekdays)	
Ra Messages		
Alerts and Notices	<b>OJoe Mitchell</b> is outside of office hours.	
	Message	
• EXPLORE	Message	

- 2. If you continue with your message, you'll see a warning, "Some Recipients are Unavailable", a list of names, and, "...are currently out of office and may not respond until office hours resume."
- 3. Click **Send Anyway** to send now, or **Cancel** to not send at this time. *Note: please be mindful of staff's time and send direct messages during office hours.*

Joe Mitchell is Unavailable
Joe Mitchell is currently out of office and may not respond until office hours resume. Send anyway?
Cancel Send Anyway



## Send Using Mobile App

- Create a Direct Message. When selecting staff that have Office Hours enabled, you may see a note that "recipient(s) is outside of office hours." Tap their name to see a pop-up with names and office hours for each person that is unavailable.
- If you continue with your message, you will see a warning, "Some Recipients are Unavailable", a list of names, and, "...are currently out of office and may not respond until office hours resume."
- 3. Tap **Don't Send** to not send at this time or, **Yes, Send** to send now. *Note: please be mindful of staff's time and send direct messages during office hours.*

<b>G</b> HS Tea	• HS Teacher 8:00 AM - 4:00 PM EST (Weekdays) acher is outside of office hours.	10:11 PM
	e there tomorrow for Martina's rd.	Send

HS Tea respon	cher is currently out of office and may no d until office hours resume. Send anyway
	Yes, Send
Don't Sond	