Messenger Setup

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This article applies to districts that use Campus Messenger functionality and is designed for overview purposes. For specific details or setup instructions of a tool mentioned on this page, please refer to its specific article.

Messenger with Voice - Setup and Details are listed separately.

This article includes the following topics.

SMTP Server Required for Email | Configuring Email Preferences | Reviewing the Task Scheduler

SMTP Server Required for Email

To deliver and route emails, an SMTP server is required. The district is responsible for setting up its own SMTP server unless the district is hosted in an Infinite Campus data center.

For information on configuring an SMTP server with Campus, please refer to the Email Settings article.

Configuring Email Preferences

PATH: *System Administration > Preferences > Messenger*

The following Messenger Preferences should be configured for the purpose of email messaging:

- Prompt Preferences (Email Format editor)
- Email Settings

Reviewing the Task Scheduler

PATH: *System Administration > Preferences > Task Scheduler*

The system administrator is advised to check the Task Scheduler tool when scheduling reoccurring

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Messenger activities. A message at the bottom of the Scheduled Task editor will indicate whether or not the *taskScheduler* is enabled. The user should verify that the times of scheduled Messenger tasks will not conflict with other tasks for system performance considerations.

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