



### Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**

# OP Patient Portal: Send Bulk Message

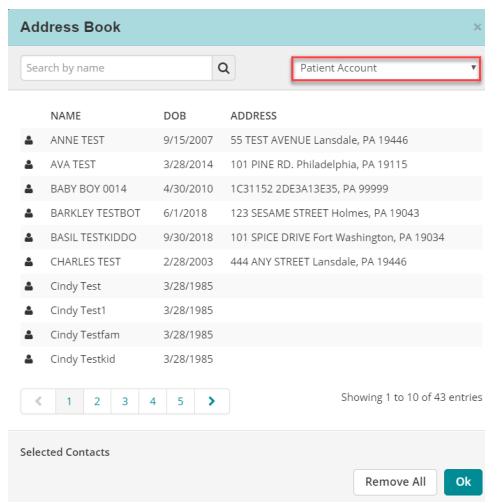
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The content in this article is relevant to the OP Patient Portal, powered by IntelliChart.

## Overview

There may be times where the practice needs to send a message to several or many patients that are registered on the Patient Portal. To send a bulk message your user must be assigned Messaging permission or associated to a Role with this permission. Below you will find instruction on how to send such a message.

1. Log on to the Practice Portal.
2. Click **Messages** on the Navigation panel.
3. Click the **New Message** button.
4. Click the **To** button to display the Address Book, confirm Patient Account is selected in the Address Book type field.



5. Select a patient by clicking the name, use the Ctrl + click to select additional patient accounts.

**Note:** All patients selected are displayed in **Selected Contacts**. To remove a contact, click the **x** next to the name. There is no method to select all patients in the Address Book.



6. Click **OK** once all names are selected.
7. Type a **subject** in the Subject field.
8. Type the **message** in the Message field.
9. Click **Send**.