Sending Messages in **BoilerConnect**

Communicate with students individually or en masse.

EMAIL   **TEXT MESSAGE**

Email

- No character limit

- Can include hyperlinks and attachments, & merge tags

- Cannot include emojis

- Routes to @purdue.edu email and "conversations"

- Emails not sent through BC can be captured in "conversations" by using the student's alias@ boilerconnect.purdue.edu email address

Text

- 320 character limit

- Routes to @purdue.edu email if student has not shared phone number

- Student replies route to sender's @purdue.edu email and "conversations"

- Staff can reply via text from within BC

- Should only be used under limited circumstances

When

Use these methods anytime you want to communicate with students and ensure a copy of the communication is captured in their BoilerConnect profile.

Always follow the BoilerConnect Communication Guidelines!

How

You can send emails or texts to one or more students from the student profile or Advanced Search. Most Action menus throughout the platform also allow for sending emails or texts.

Did you know?

- You can send messages to ~300 students at a time

- Sending messages to more than one student blind copies all students

- The number the text comes from is not consistent