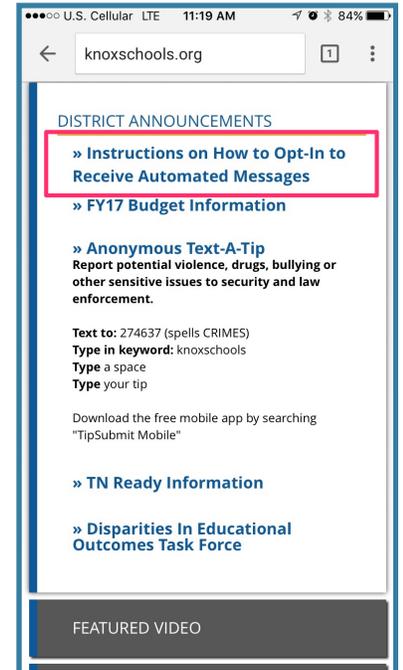
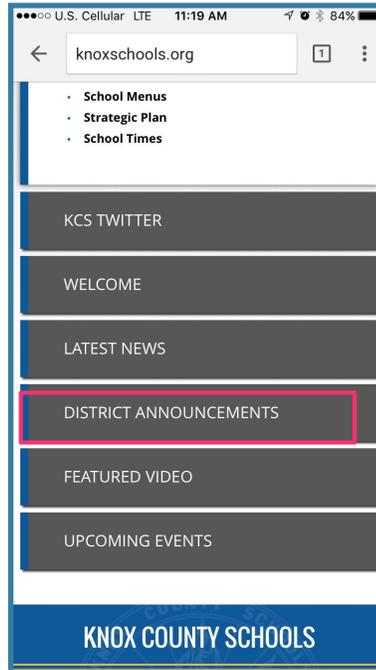


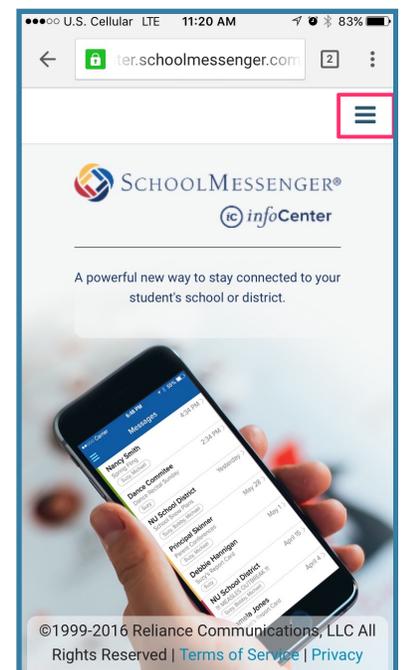
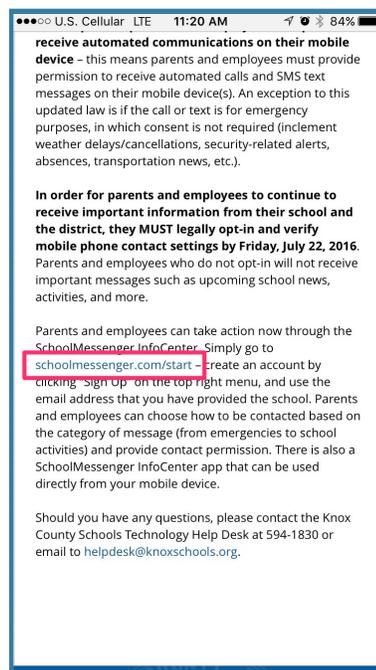
## SchoolMessenger InfoCenter Direction - Mobile Device Version

\*\*We have discovered that using the mobile app for your first InfoCenter login WILL NOT bring up the “OPT IN” window. Therefore, please follow these directions to do the “OPT IN”. After that, the mobile app can be downloaded and used to view 30 days worth of messages, set your message preferences, check your school associations, etc.

- From your mobile device, open your browser and go to [knoxschools.org](http://knoxschools.org).
- Scroll down and click DISTRICT ANNOUNCEMENTS
- Click on INSTRUCTIONS ON HOW TO OPT-IN TO RECEIVE AUTOMATED MESSAGES



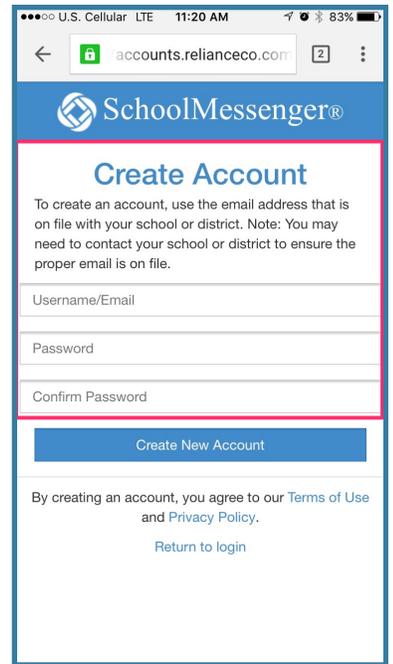
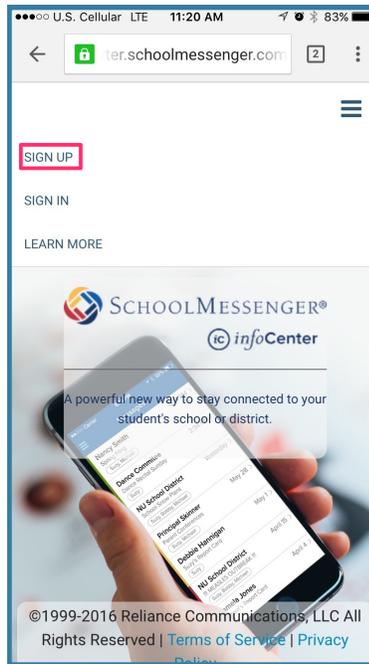
- Read the article
- Click on the link: [schoolmessenger.com/start](http://schoolmessenger.com/start)
- Click on the three horizontal bars in the upper right of the screen



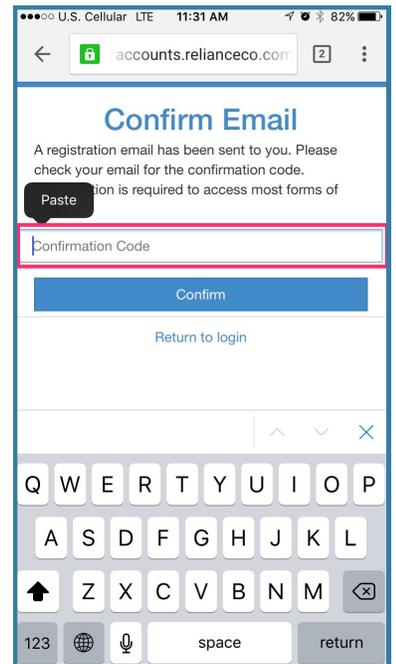
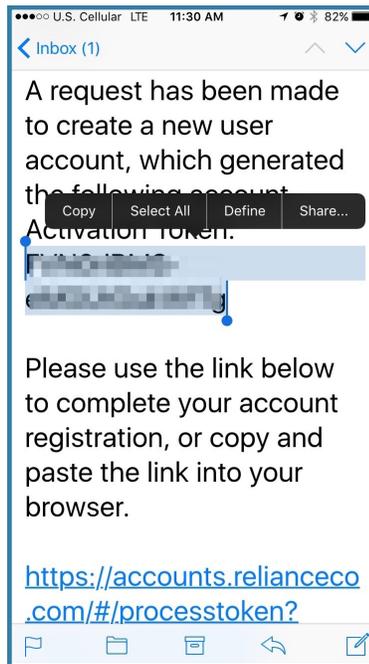
# SchoolMessenger InfoCenter Direction - Mobile Device Version

- Choose “SIGN UP”
- Follow the “Create Account” directions and then click “Create New Account”

(\*\*Note: If you receive a message **“This email is already registered”**, you already have an account set up with the SchoolMessenger InfoCenter (formerly Contact Manager). Click on **“Return to login”** and type in your email address and password)

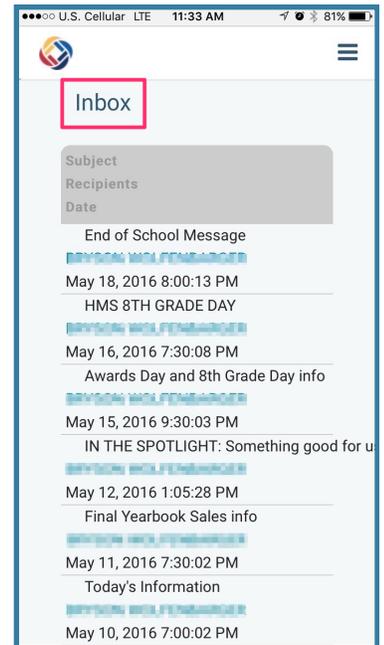
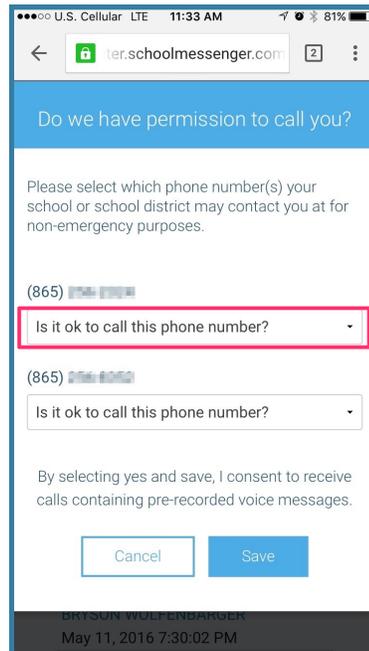


- A confirmation code will be sent to your email. Copy/Paste the code into the space provided and click “Confirm”.
- You will be taken back to the login page. Login with your email address and the password you created.

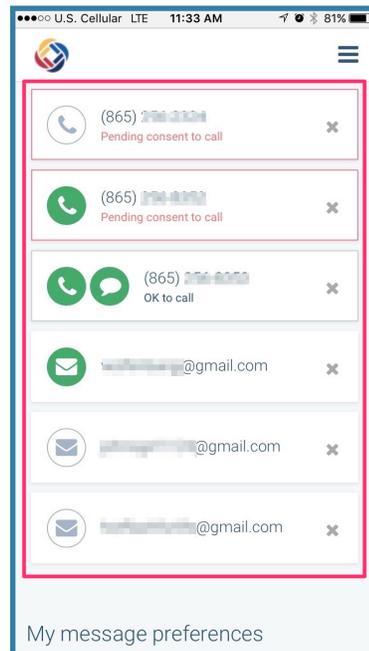


## SchoolMessenger InfoCenter Direction - Mobile Device Version

- The first thing the InfoCenter will want you to do is give permission to call the phone numbers we have listed for you in School Messenger.
- Click on “Is it okay to call this phone number” and choose your answer. Do this for each number listed and then click “Save”.
- After that, you will be directed to the “inbox” where you can view 30 days worth of previous messages.



- If you click the three horizontal lines in the upper right corner, you can choose “Preferences” which will allow you to customize your message delivery preferences.
- If you click on a phone number, you will be able to choose the types of messages you want to receive from KCS and whether you wish to receive calls and/or text messages (bear in mind, the sender of the message must **send** via text for you to **receive** a text.... most messages are sent via phone and/or email).
- SchoolMessenger can accommodate up to 10 phone numbers and 10 emails. If you wish to add a phone/email address, simply click on the green plus sign, and then choose either “Add a phone” or “Add an email address”.



- As always, if you need assistance, simply email [helpdesk@knoxschools.org](mailto:helpdesk@knoxschools.org) or call us at 865-594-1830.