Threema.Work

Threema Broadcast

Helpful Features for Distribution Lists and Feeds

VERSION: 04/2023

Table of Content

1. Threema Broadcast Overview

Threema Broadcast is your tool for a fast and secure one-to-many communication. Send text messages, images, files, and polls to individual departments or the entire workforce in an instant.

Feature Overview

Distribution lists: Perfect for classic top-down communication — you define the recipients.

Feeds: Ideal for newsletters. Users can subscribe to, and unsubscribe from, any feeds at any time.

Bots: Create interactive chat bots, and enable your users to request information or receive predefined answers to questions.

Groups: Create and manage group chats from the convenience of your computer.

To learn more about Threema Broadcast, please go to the [Threema Broadcast website](#).
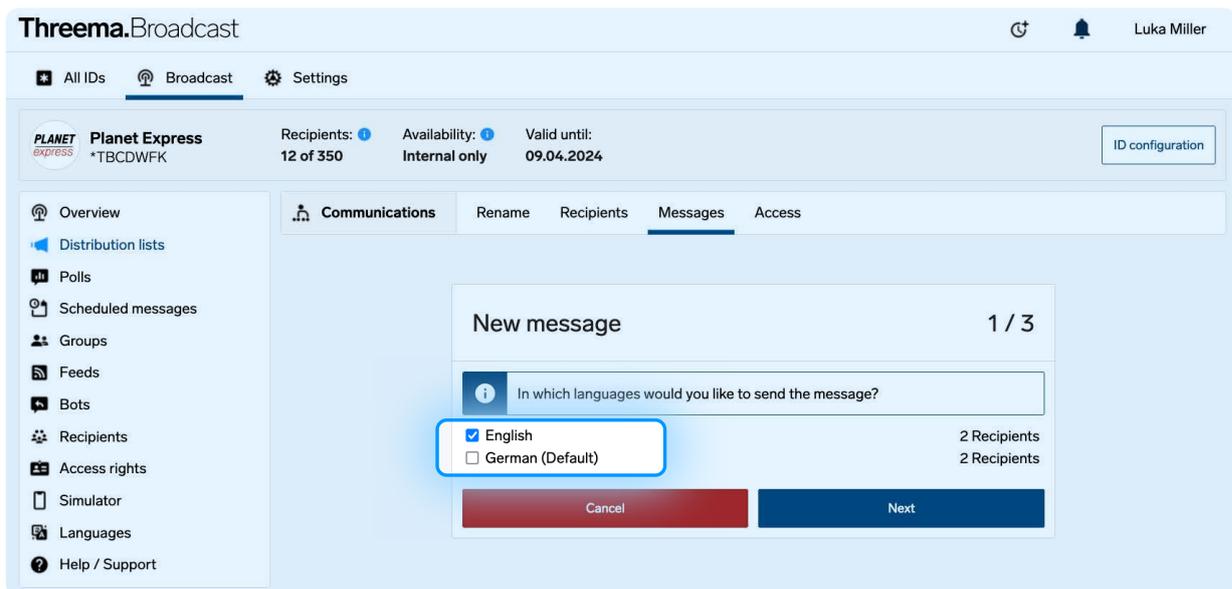
Helpful Features

In this document, you will find instructions for the following features of Threema Broadcast:

→ **Scheduled messages**

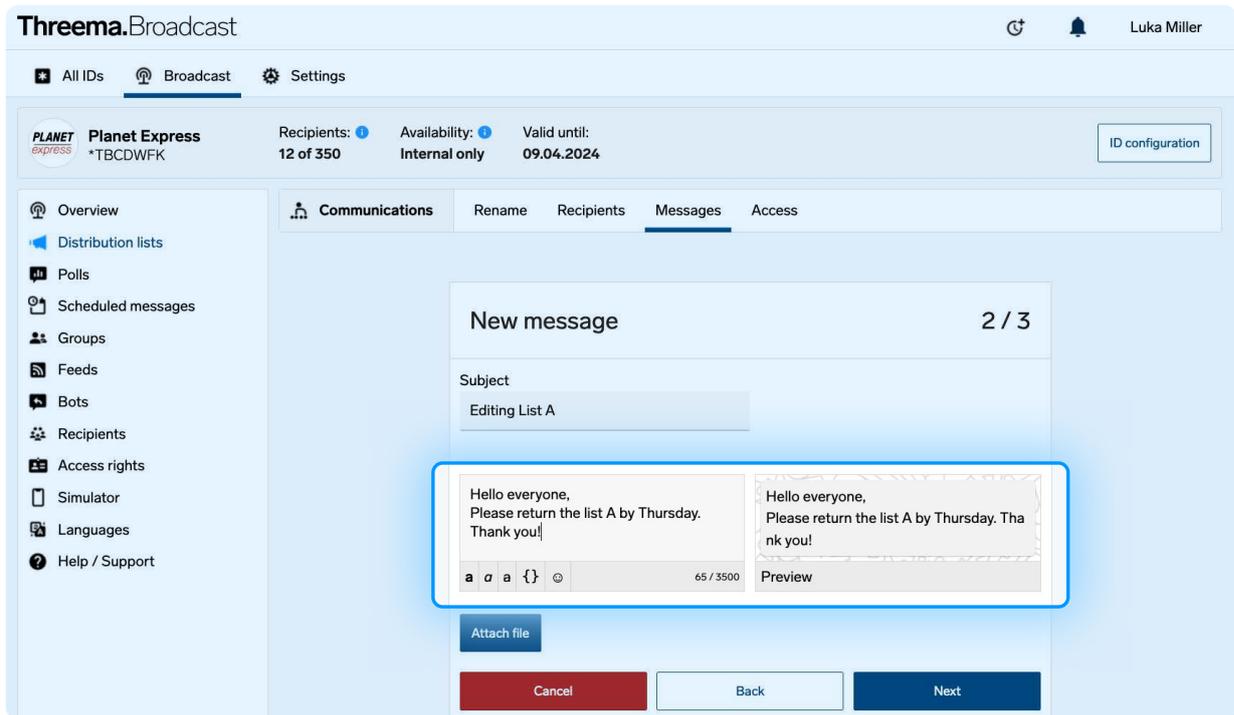→ **Track delivery**

→ **Polls**

2. Scheduled Messages

To automatically send a message at a later point in time, you can schedule it with this new feature. Scheduled messages are available for distribution lists and for feeds.

1 Create a new text or file message in a distribution list or a feed.
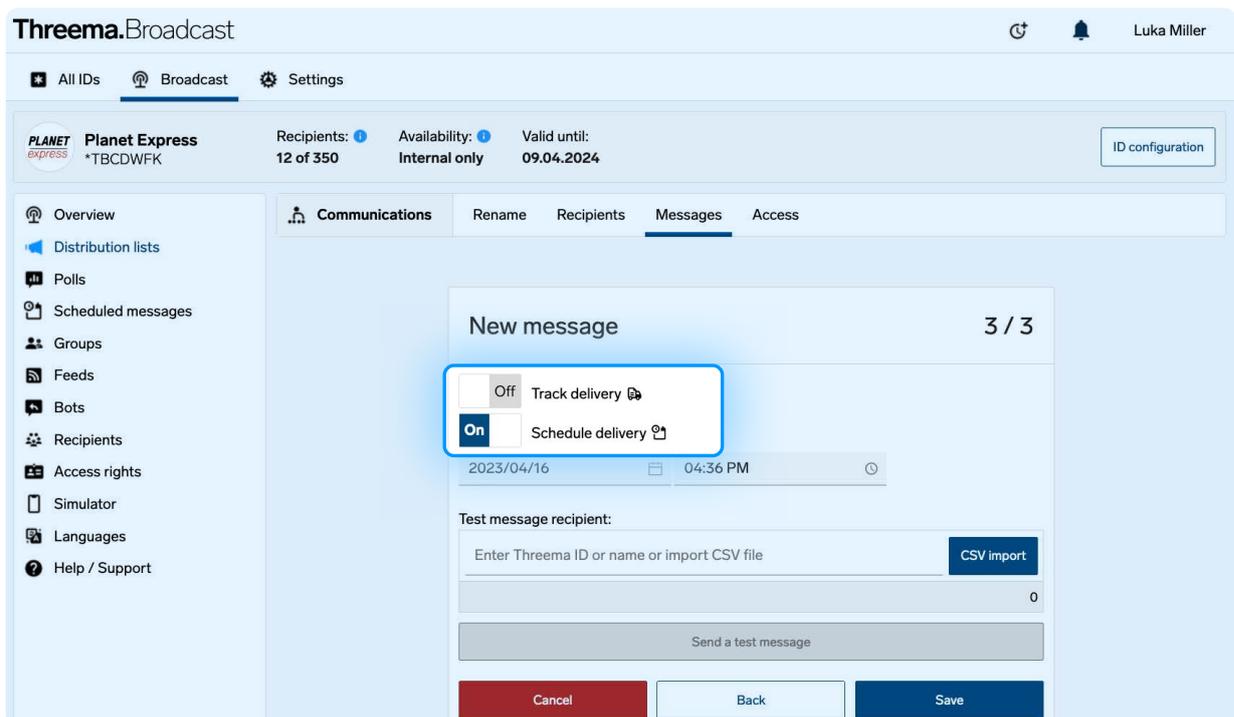
**2** Select the language.

3 Enter the message.

4 Enable "Schedule delivery" and set the desired date and time. Save the message by clicking the "Save" button. The message will be sent automatically according to the time schedule.

3. Track Delivery

This feature allows you to find out which recipients have already received (and read) your message.

1 Create a new text or file message in a distribution list or a feed.

2 Select the language.

3 Enter the message.

4 Enable "Track delivery" and send the message. ("Track delivery" and "Schedule delivery" can be activated at the same time.)
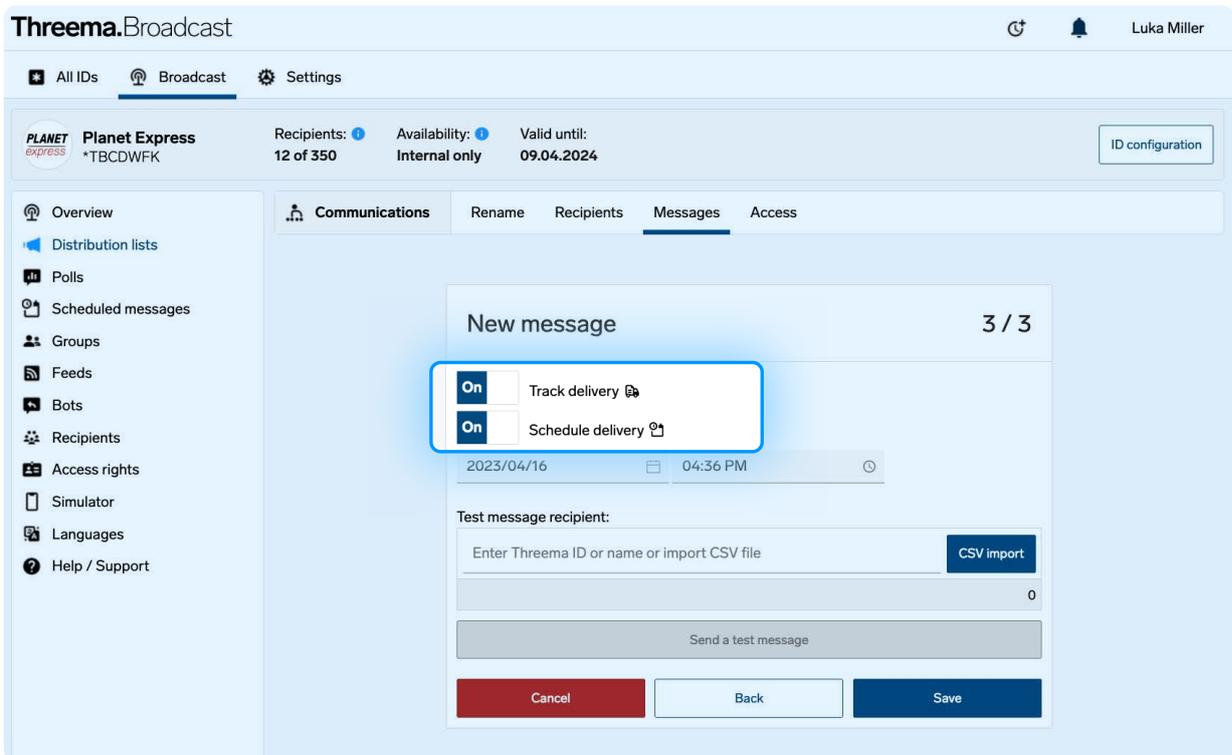
5 Once the message is sent, click on "Detail" to get to the delivery details.

Threema. Broadcast   Luka Miller

☒ All IDs   📡 Broadcast   ⚙ Settings

| PLANET express | **Planet Express** *TBCDWFK | Recipients: ⓘ 12 of 350 | Availability: ⓘ Internal only | Valid until: 09.04.2024 | | ID configuration |

Menu	Content
📍 Overview	🔗 **Communications** Rename Recipients Messages Access
◀ Distribution lists	State: All ⌄ Search
📊 Polls	
📅 Scheduled messages	Transmission Subject Recipients Status
👥 Groups	04/16/2023 04:39 PM Editing List A 📄 4 In queue **Detail**
📶 Feeds	
🔲 Bots	Remove New text or file message New poll
👤 Recipients	
🖼 Access rights	
▯ Simulator	
🖥 Languages	

Threema. Broadcast   Luka Miller

☒ All IDs   📡 Broadcast   ⚙ Settings

| PLANET express | **Planet Express** *TBCDWFK | Recipients: ⓘ 12 of 350 | Availability: ⓘ Internal only | Valid until: 09.04.2024 | | ID configuration |

Menu	Content
📍 Overview	🔗 **Communications** Rename Recipients Messages Access
◀ Distribution lists	**Editing List A**
📊 Polls	April 16, 2023 at 4:40 PM
📅 Scheduled messages	📱 Recipients 2 (of which 0 invalid Threema IDs)
👥 Groups	⏱ Delivery duration 00:00:21
📶 Feeds	English
🔲 Bots	Hello everyone, Please return the list A by Thursday. Thank you!
👤 Recipients	
🖼 Access rights	**Delivery details** ⓘ
▯ Simulator	❗ Failed 0% (0)
🖥 Languages	✉ Sent 100% (2)
❓ Help / Support	⬇ Received 0% (0)
	👁 Read 0% (0)
	👍 Agreed 0% (0)
	👎 Disagreed 0% (0)

Search   ☐ Sent ☐ Received ☐ Read ☐ Agreed ☐ Disagreed   Search

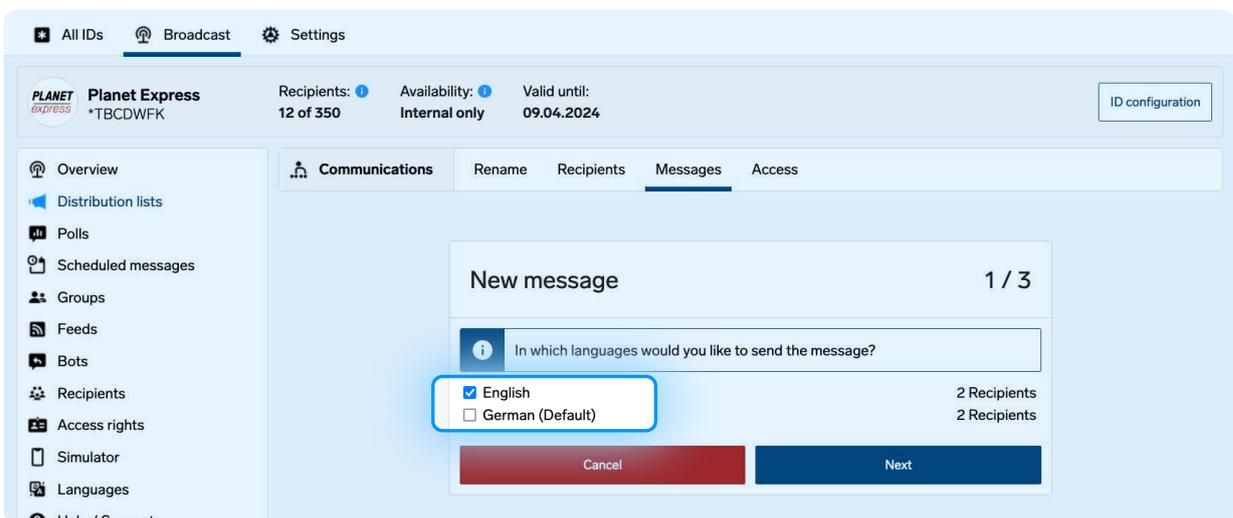| Threema-ID	First name	Last name	State
0JAMTCCR	Roberto	Diaz	Sent
0N45ADPK	Luka	Miller	Sent

4. Polls

This feature allows you to conduct polls via Threema Broadcast and get a graphical representation of the results.

1 Create a new poll in a distribution list or a feed.
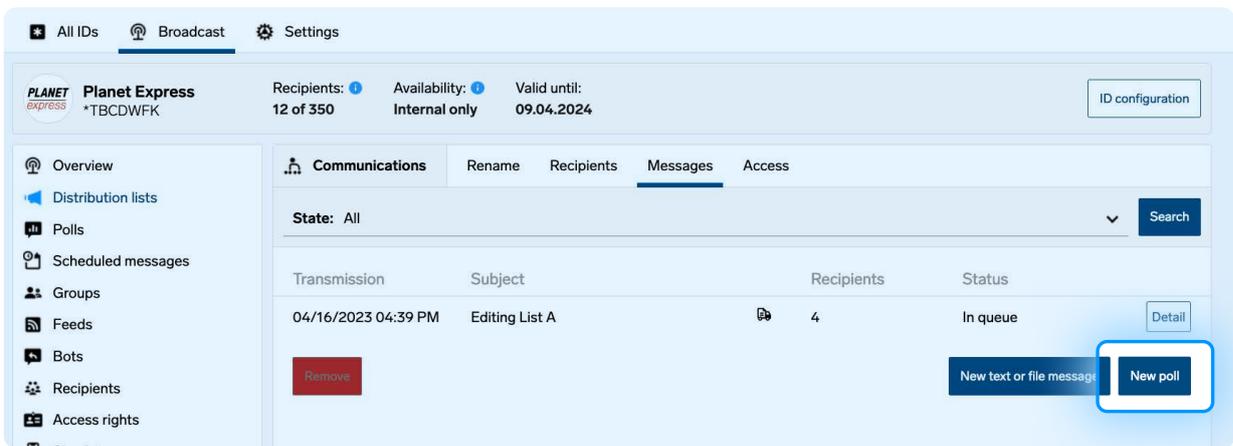
2 Select the language.

3 Enter the poll details and provide the possible answers. Enable the "Multiple choice" option to allow your recipients to select more than one answer.

4 Save the poll (and, if desired, enable the "Schedule delivery" option to send it later).

5 Once the poll is sent, click on "Detail" to get to the poll details. A list of all Polls can be found in the menu "Polls".

6 To close the poll, simply click on "Close poll."