

Messages (Edlevo App)

This feature is available in the Edlevo app only if it has been enabled by the municipality.

Messages can be found in the Edlevo App by pressing the *Menu* button in the upper right corner, which will display the available features in the app view. In this feature, you can communicate with your child's early childhood education unit.

Watch the video to see how the Messages feature works.

Automatic Messages

In addition to sending and receiving messages, you will also receive system-generated automatic messages, such as reminders about unconfirmed care time reservations or new announcements. These system-generated automatic messages are one-way and cannot be replied to.

Receiving and Replying to Messages

Unread messages are marked with a blue dot. The recipient(s) of each message are displayed in bold text in the message list. By selecting a message, you can view its full content and sender. When you reply to a message, all recipients will receive your response. Currently, message threads cannot be deleted.

Creating a New Message

Start composing a message by pressing the *Plus* button. A New Message window will open, allowing you to add recipients. You can select staff members from the groups where your child has an active placement.

To select all staff members in a group, press the *Plus* button next to the group name.

To select one or more individual staff members, click on the group name to open a list of names. Then, press the *Plus* button next to the name(s) you want to select.

Confirm your selections by pressing the *Green Arrow* button in the lower right corner. The number of selected recipients will be displayed next to the *Confirm* button. Proceed to writing your message by pressing *Confirm*.

At the bottom of the screen, you will find the Write a message field where you can enter the message text. In addition to text, you can attach files by pressing the *Paperclip* icon and selecting a file from your device. Send the message by pressing the *Send* icon.

