

Threema Broadcast

Helpful Features for Distribution Lists and Feeds

VERSION: 04/2023



Table of Content

1. Threema Broadcast Overview	Page 3
2. Scheduled Messages	Page 4
3. Track Delivery	Page 6
4. Polls	Page 8

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

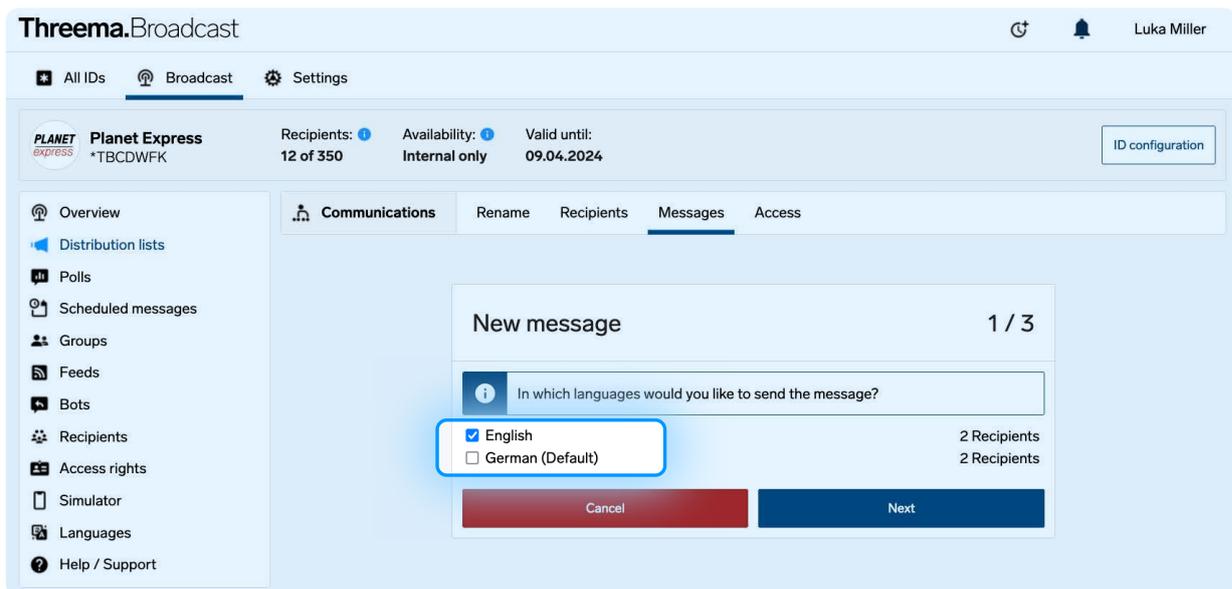
In this document, you will find instructions for the following features of Threema Broadcast:

- **Scheduled messages**
- **Track delivery**
- **Polls**

2. Scheduled Messages

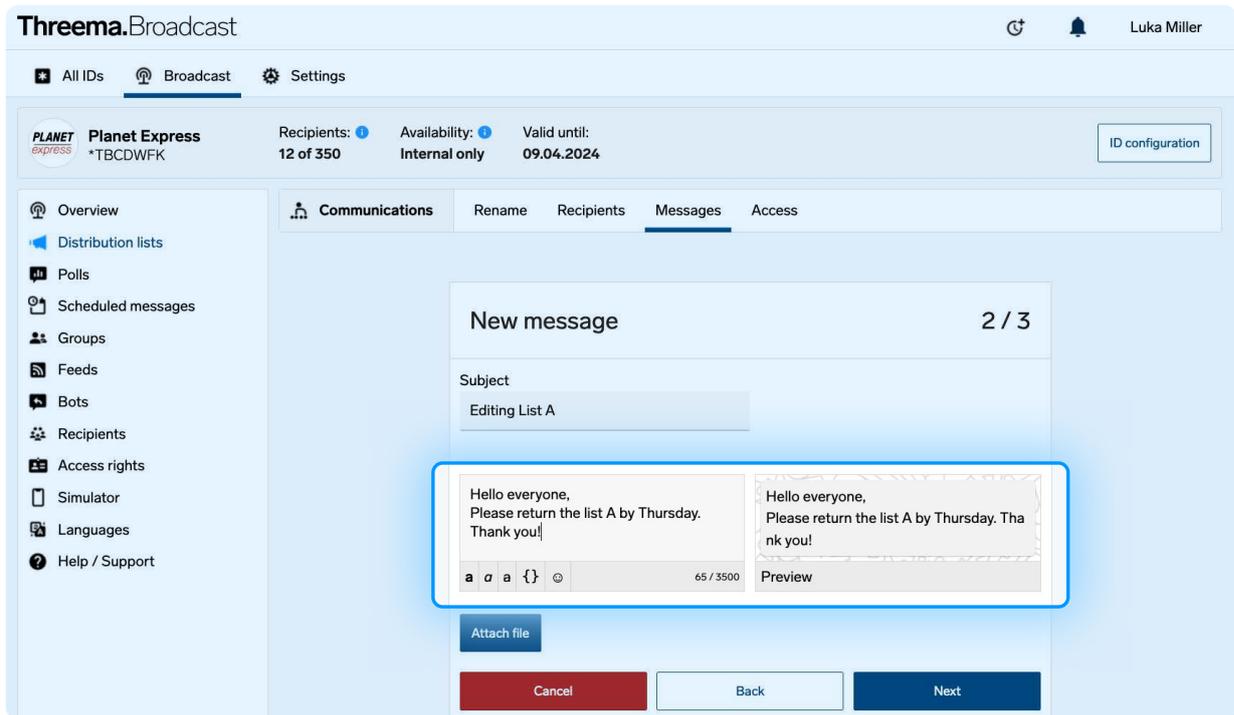
To automatically send a message at a later point in time, you can schedule it with this new feature. Scheduled messages are available for distribution lists and for feeds.

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

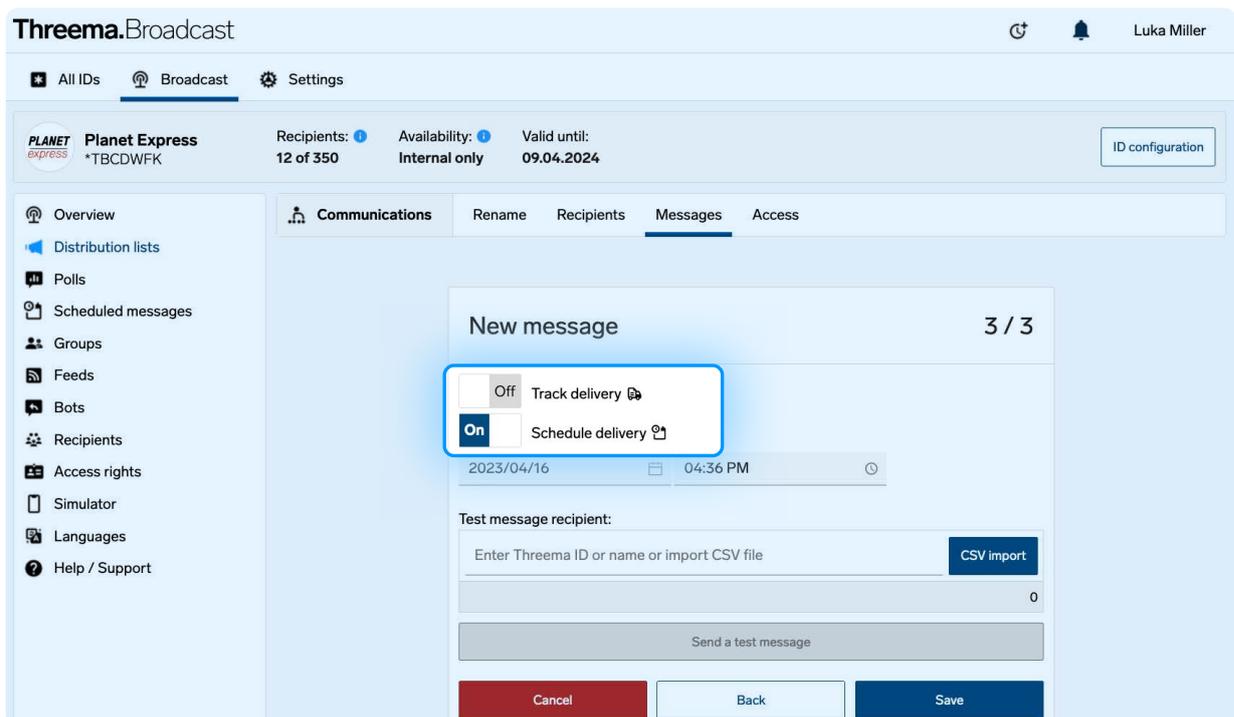


The screenshot displays the Threema Broadcast web interface. At the top, the user is logged in as 'Luka Miller'. The main navigation bar includes 'All IDs', 'Broadcast', and 'Settings'. The current view is for a distribution list named 'Planet Express' (ID: *TBCDWFK), which has 12 of 350 recipients and is 'Internal only', valid until 09.04.2024. A sidebar on the left lists various features like Overview, Distribution lists, Polls, Scheduled messages, Groups, Feeds, Bots, Recipients, Access rights, Simulator, Languages, and Help / Support. The 'Communications' section is active, showing options for 'Rename', 'Recipients', 'Messages', and 'Access'. A 'New message' dialog box is open, titled 'New message 1 / 3'. It asks, 'In which languages would you like to send the message?'. Two options are listed: 'English' (checked) with 2 Recipients, and 'German (Default)' (unchecked) with 2 Recipients. 'Cancel' and 'Next' buttons are at the bottom of the dialog.

3 Enter the message.



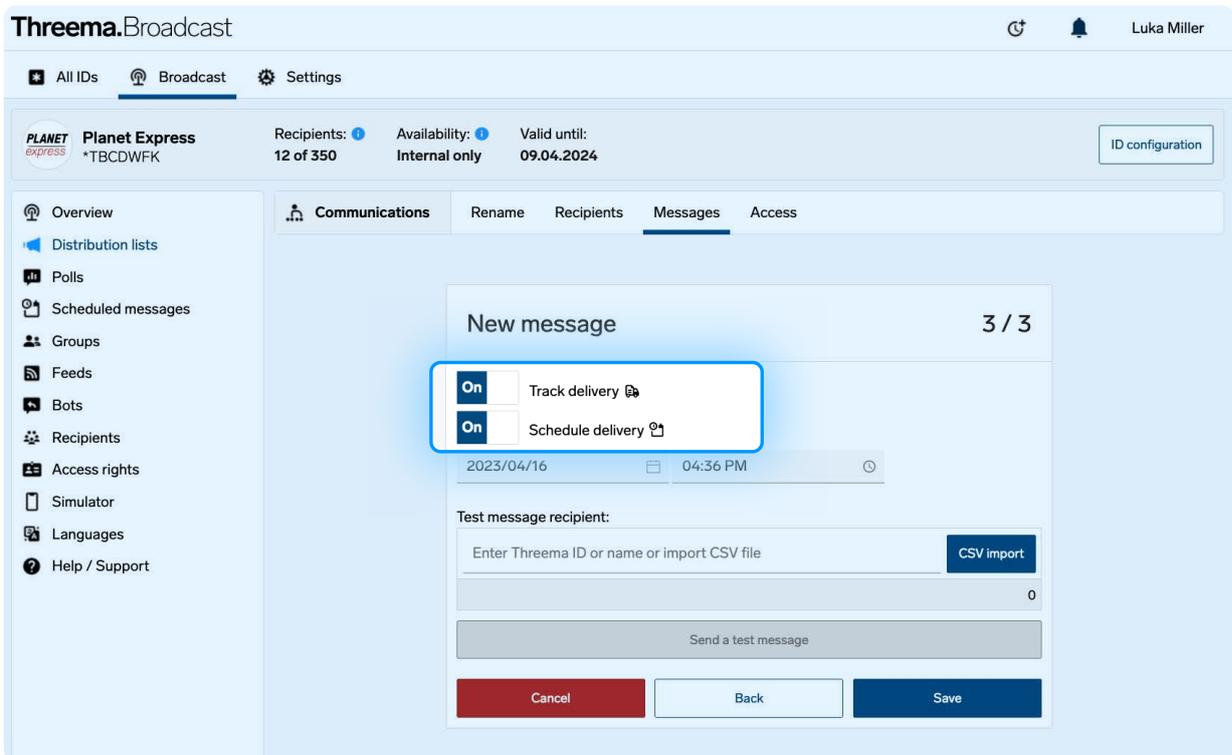
4 Enable “Schedule delivery” and set the desired date and time. Save the message by clicking the “Save” button. The message will be sent automatically according to the time schedule.



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.

The screenshot shows the Threema Broadcast interface. At the top, it says 'Threema.Broadcast' and 'Luka Miller'. Below that, there are navigation tabs: 'All IDs', 'Broadcast', and 'Settings'. The main content area shows a message from 'Planet Express' with 12 of 350 recipients. The message is titled 'Editing List A' and is in the 'In queue' status. A 'Detail' button is highlighted with a red box, and a red arrow points from it to the second screenshot.

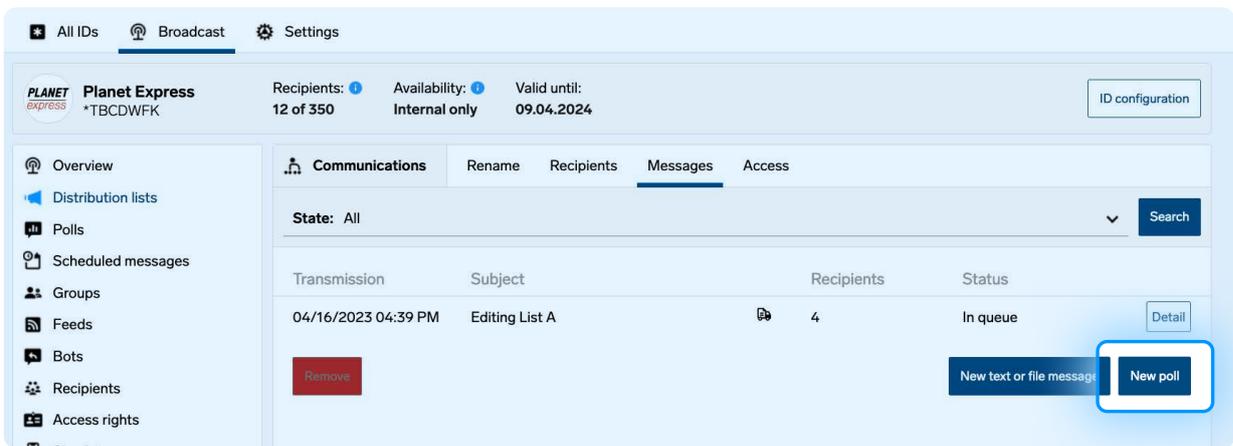
The screenshot shows the 'Detail' view of the message 'Editing List A'. The message was sent on April 16, 2023 at 4:40 PM. It has 2 recipients (0 invalid Threema IDs) and a delivery duration of 00:00:21. The message content is: 'Hello everyone, Please return the list A by Thursday. Thank you!'. The 'Delivery details' section shows a progress bar for 'Sent' status at 100% (2). Below the progress bar, there is a search bar and a table of recipients.

Threema-ID	First name	Last name	State
OJAMTCCR	Roberto	Diaz	Sent
ON45ADPK	Luka	Miller	Sent

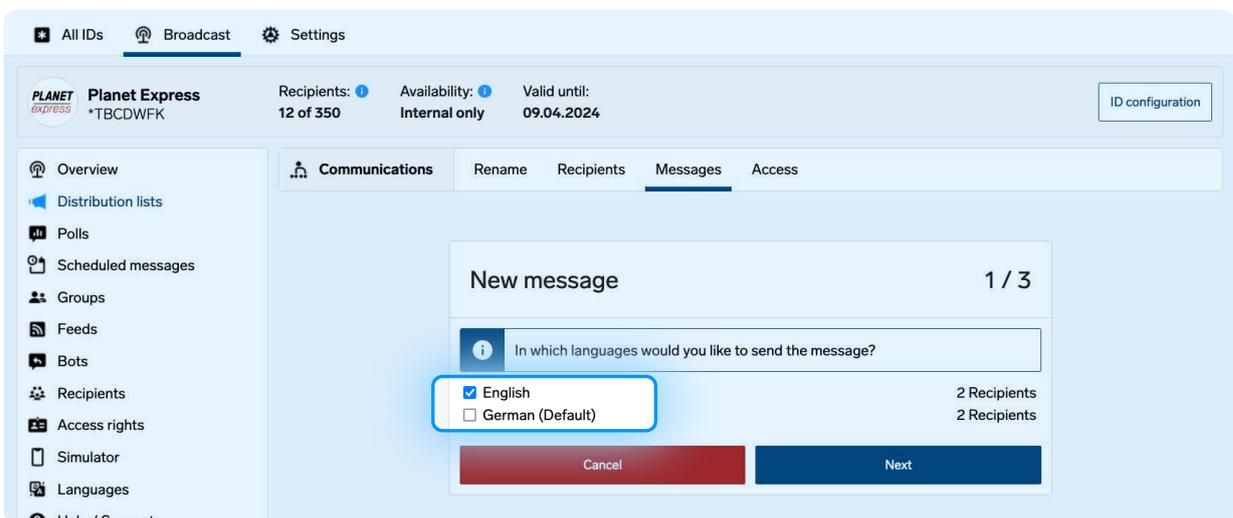
4. Polls

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.

The screenshot shows the Planet Express interface for creating a new message. The top navigation bar includes 'Planet Express *TBCDWFK', 'Recipients: 12 of 350', 'Availability: Internal only', and 'Valid until: 09.04.2024'. The left sidebar lists various features like Overview, Distribution lists, Polls, Scheduled messages, Groups, Feeds, Bots, Recipients, Access rights, Simulator, Languages, and Help / Support. The main content area is titled 'New message' and shows a 'Selection mode' dropdown set to 'Multiple choice'. Below this, there are fields for 'Subject' (containing 'Event') and 'Title' (containing 'When should we hold the conference?'). Under 'Answer options', there are three input fields with 'May', 'June', and 'July' entered, each with a trash icon to its right. At the bottom of the form, there is a 'Cancel' button, a 'Back' button, and a 'Next' button.

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

The screenshot shows the Planet Express interface for creating a new message. The top navigation bar includes 'Planet Express *TBCDWFK', 'Recipients: 12 of 350', 'Availability: Internal only', and 'Valid until: 09.04.2024'. The left sidebar lists various features like Overview, Distribution lists, Polls, Scheduled messages, Groups, Feeds, Bots, Recipients, Access rights, Simulator, Languages, and Help / Support. The main content area is titled 'New message' and shows a 'Schedule delivery' dropdown set to 'On'. Below this, there are fields for '2023/04/16' and '04:40 PM'. Under 'Test message recipient:', there is a text input field with the placeholder 'Enter Threema ID or name or import CSV file' and a 'CSV import' button. At the bottom of the form, there is a 'Cancel' button, a 'Back' button, and a 'Save' button.

- 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”.

The screenshot shows the Threema Broadcast interface. At the top, it displays 'Threema.Broadcast' and the user 'Luka Miller'. Below this, there are navigation tabs for 'All IDs', 'Broadcast', and 'Settings'. The main header area shows 'PLANET EXPRESS *TBCDWFK' with statistics: 'Recipients: 12 of 350', 'Availability: Internal only', and 'Valid until: 09.04.2024'. A sidebar on the left contains various menu items like 'Overview', 'Distribution lists', 'Polls', 'Scheduled messages', 'Groups', 'Feeds', 'Bots', 'Recipients', 'Access rights', and 'Simulator'. The main content area is titled 'Communications' and has sub-tabs for 'Rename', 'Recipients', 'Messages', and 'Access'. Under 'Messages', there is a table with columns for 'Transmission', 'Subject', 'Recipients', and 'Status'. Two rows are visible: one for an 'Event' scheduled for 04/16/2023 at 04:42 PM with 4 recipients, and another for a 'Message sent' at 04:40 PM to 2 recipients. A 'Detail' button is highlighted with a red box next to the first row. At the bottom right, there are buttons for 'New text or file message' and 'New poll'.

- 6 To close the poll, simply click on “Close poll.”

The screenshot shows the Threema Broadcast interface with the 'Event' details page. The header and sidebar are the same as in the previous screenshot. The main content area is titled 'Event' and shows the creation date 'April 16, 2023 at 4:42 PM'. Below this, there are details for the event: 'Created on: 04/16/2023 04:42 PM', 'Recipients: 2 (of which 0 invalid Threema IDs)', 'Delivery duration: 00:00:00', 'Poll duration: -', and 'Selection mode: Multiple choice'. The poll question is 'Poll: When should we hold the conference?'. The participation status is 'Participation: 100% (2 of 2 recipients voted)'. A large purple circle represents the poll results, with a legend on the right showing: '100% (2 Votes): "May"', '0.00% (0 Votes): "June"', and '0.00% (0 Votes): "July"'. At the bottom left, there is a 'Back' button, and at the bottom right, there is a 'Close Poll' button highlighted with a red box.