Everbridge - Creating and Sending Messages

The power of the Everbridge communication system is the fact that it allows two-way communication through the Everbridge mobile app.

1. Open **Everbridge** app. The screen defaults to Messages screen Tap the **Create Message** icon in the upper-right corner.



2. Tap to select the **message category**

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all at&t 🗢	10:38 AM	1 🕯 57% 🔳		
K Messages	Create your mes	sage Send		
Send to: Southeast Missouri State University				
Select a me	ssage category	>		
Title				
Content				
Share	e location: 🚺			



💵 AT&T 🗢	10:38 AM	* 57% 🔳
〈 Back	Select Category	
Vandalism		
Stalking		
Suspicious A	ctivity	
Gun/Shots Fi	ired	

3. There are currently four broad message categories. These could be expanded in the future. Tap on a category to select.

4. Enter the text of the message. Be as descriptive as possible. After completing the message, click on the keyboard icon to clear the keyboard.





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5. When you have finished composing the message you can choose to include your **location**, and/or attach a **picture**. Click **Send**.

		10:41 AM	\$ 50% ■ '		
	🕻 Messages	Create your message	Send		
	Send to: So	utheast Missouri State Un	iversity		
nd.	Suspicious A	Activity	>		
	Possible dru	nk driver			
	l just saw a late model, blue Ford Mustang driving erratically on Henderson near the UC. Missouri License plate XX-ABCD23.				
	Share	e location:			



6. A message confirmation will be shown. Tap **Back** to exit the confirmation screen

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7. The screen will return to the All Messages list. You can delete a message by **swiping left** on the message and selecting **Delete**

