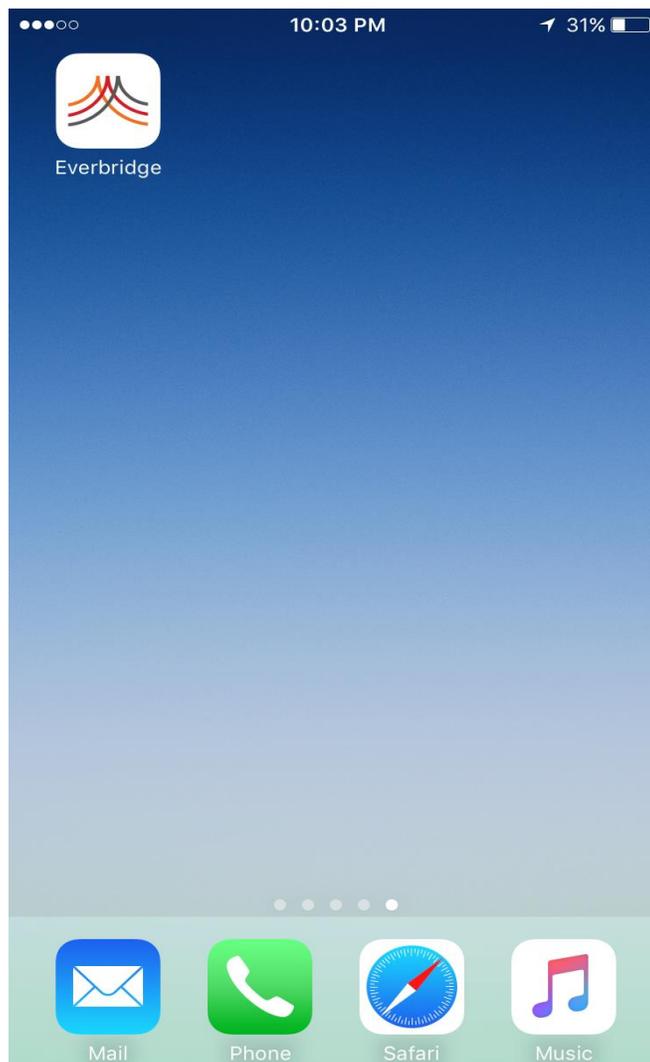


Download the ‘Everbridge Mobile’ app.

When asked what organization, use ‘Alert Rutherford’.

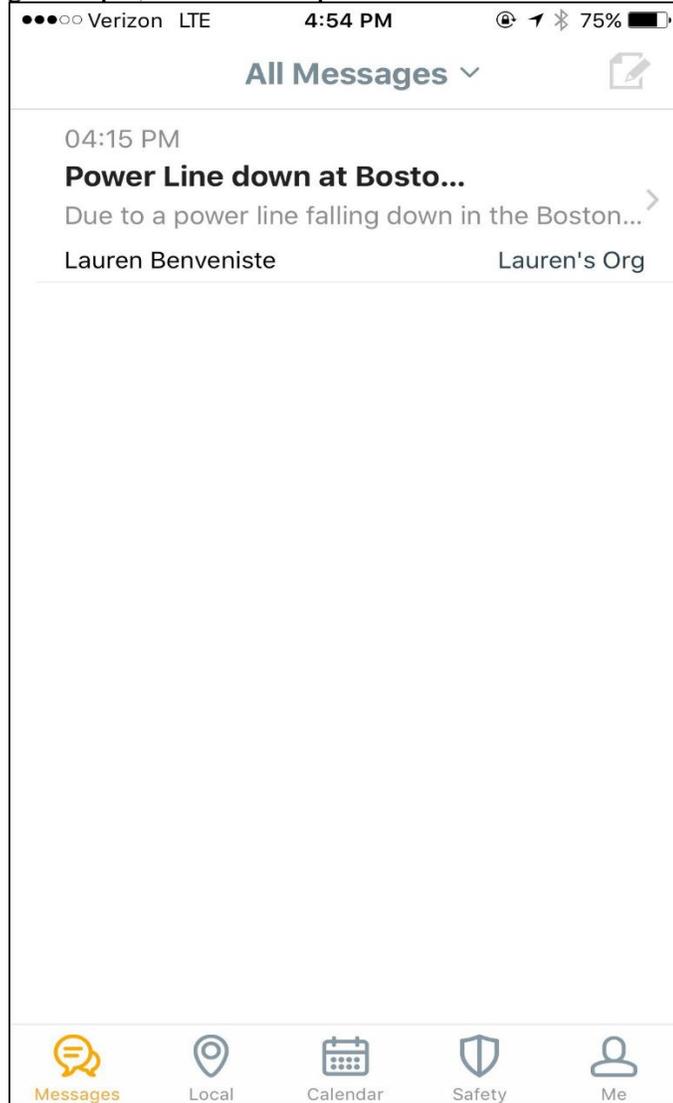
Using the Everbridge Mobile App:

- Assuming you have installed and configured the Everbridge Mobile **app** on your device, a notification sent to Everbridge can arrive even if you are not running the **app** . If you tap on the message, it opens it directly. You will not have to locate it in the message list.

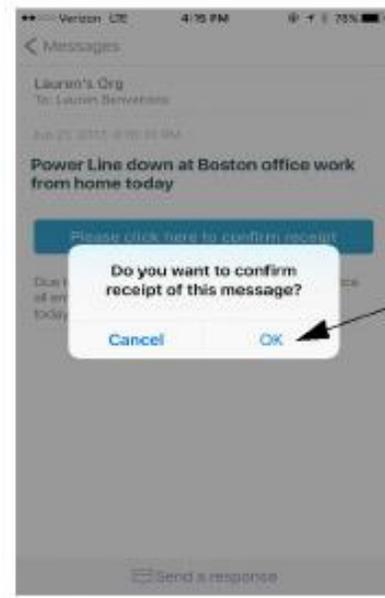


- If you are not using your device when the message arrives, you may not see the notification. When viewing **apps**, you will see a number on the Everbridge Mobile **app** icon showing the number of unread messages. When you open Everbridge, the list of messages is displayed.
- If you are in the Everbridge Mobile **app** when a new message arrives, you may need to refresh the Unread messages screen to see it. You will find the message on the Unread list.

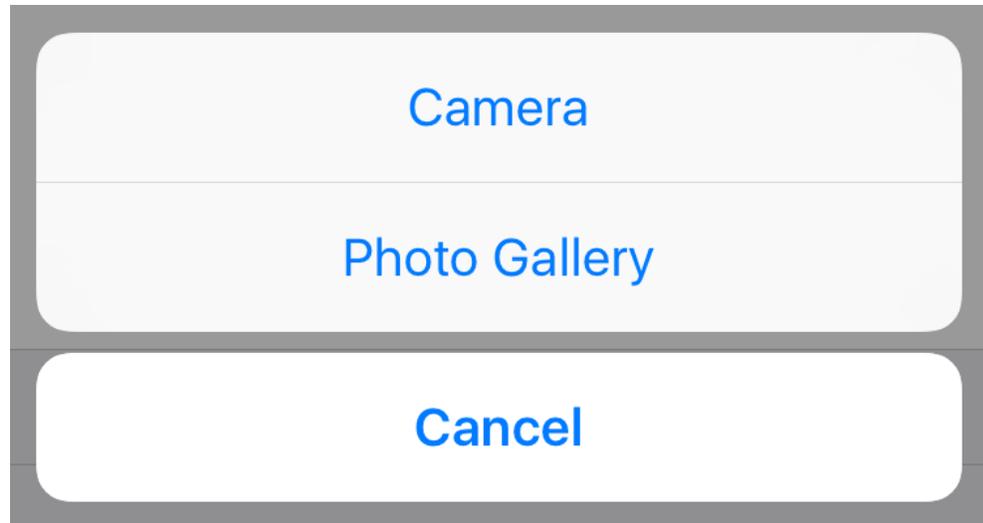
Tap the message to open and read message from your organization, or tap All Messages (see the following example) from the drop-down arrow to see all messages.



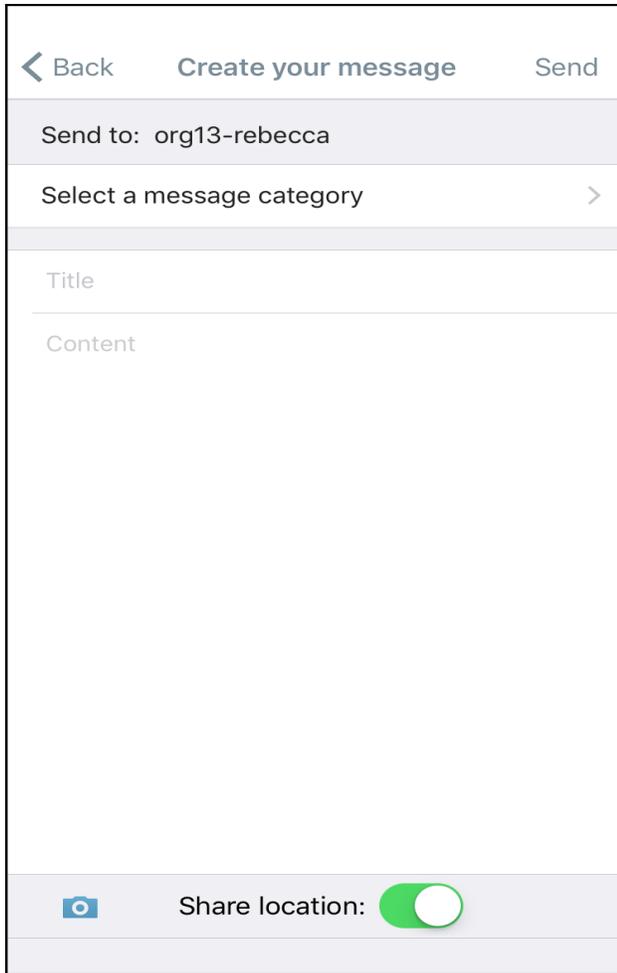
- Often your organization will want to know that you received the message. Tap 'Please click here' to confirm receipt. Click OK to confirm to let your organization know that the message arrived.



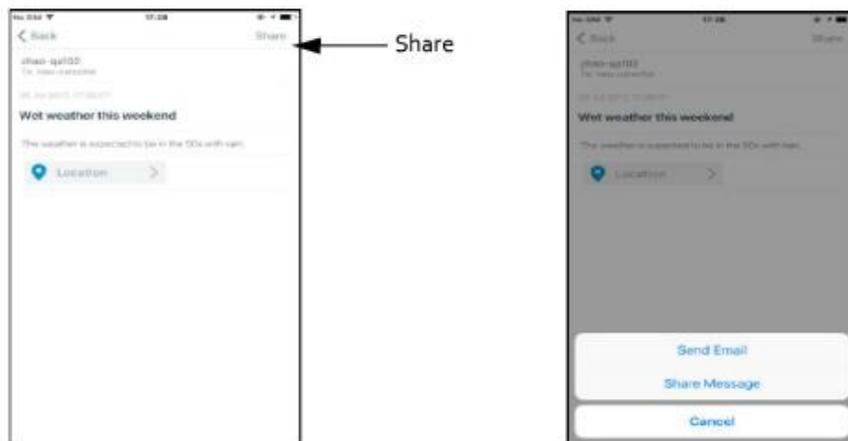
- A message might contain a survey or a poll. A polling message offers you a list of responses from which to choose. Tap a response from the list. Confirm your selection. Your response is sent back to your organization.
- When your organization sends you a message, it may allow you to send a reply, offering more information about the situation.
- To enter a reply, tap the 'Send a Response' link at the bottom of the screen. Type your reply by overwriting "What's happening?", then tap 'Send'. You can see replies you have sent on the Message screen.
- You can add to the intelligence of your organization by sending photos from your location. You can send just the photo or you can send it along with a reply. If photos are enabled, you see the Camera icon at the bottom of the Message screen. Tap the icon to send a photo. Depending on your device, you may be able to choose to take a new picture with the camera or select one from saved photos. You can send one attachment at a time. The size of the attachment should not exceed 1 MB.



- If sending just the photo, tap Send. If you are sending a photo with a reply, also type the reply, then tap Send. Your reply shows a thumbnail of the photo.
- If a message requests your location when you send a photo or reply to a message, your location is sent back to the organization. You will see the Map Location icon in your reply showing that your location has been sent.
- If the message requests your location and if you have enabled sharing your location for this app, the Share slider (green) will be enabled. If you do not want to share your location for this message, tap the slider before replying. When the slider is gray, your location will not be sent.

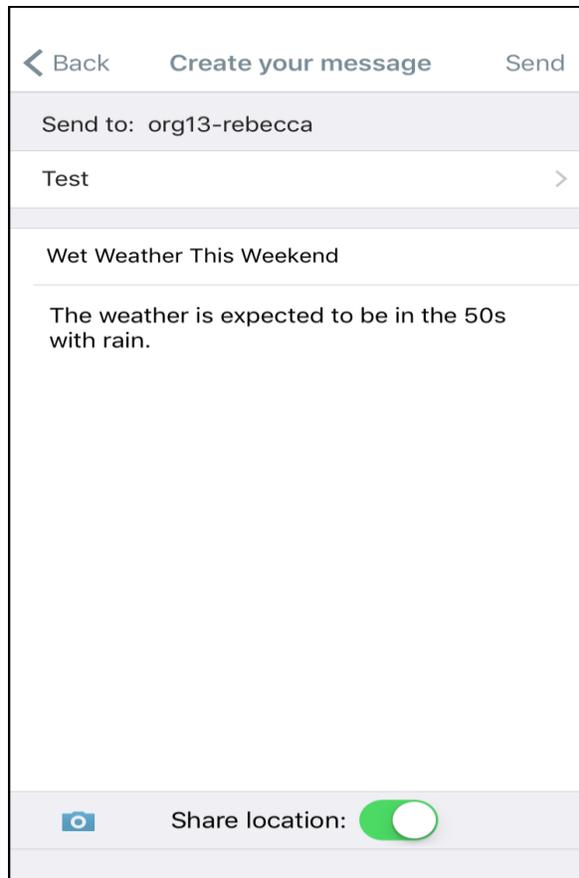


- To help notify as many people as possible about an important message, your organization may allow you to share it with people in your own network. When you send the message, tap the Share link, then choose the method to share the message: You can send it to your contacts by: email, SMS, or your Twitter account. Fill in the necessary information, depending on how you are sending the message.

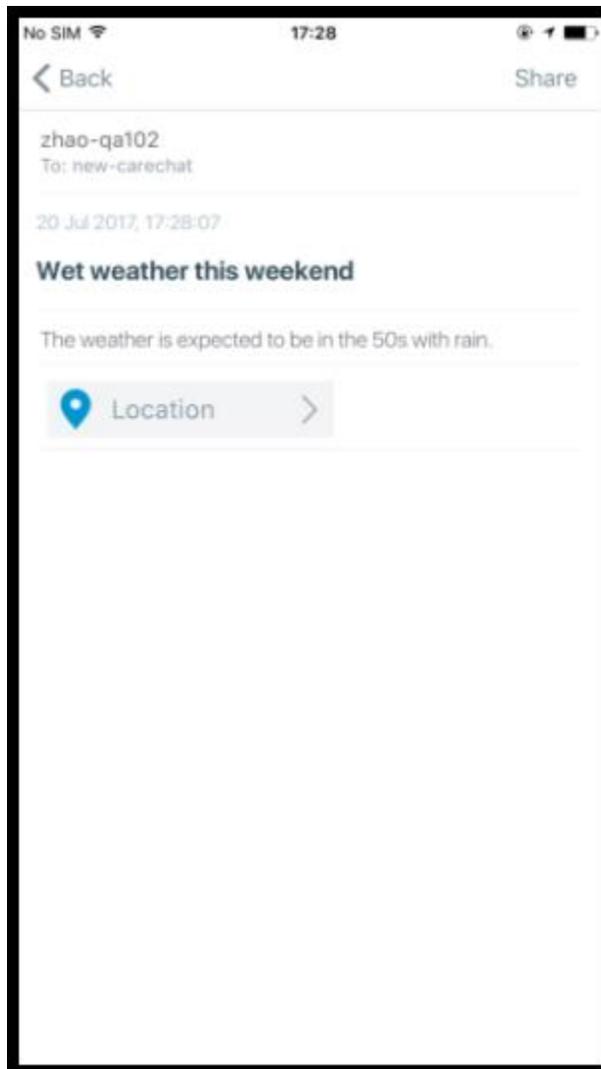


- You do not have to wait for a message to arrive to reply with information about an incident. If your organization permits it, you can send a message whenever you encounter something the organization should know about. Enter the information and tap Send.
- If you are enabled to send a message, tap the New Message icon (New “email” icon in upper right-hand corner of Message screen).
- Your message will be sent to “Organization”. Unless your organization has multiple accounts, you will see one name only.

- **Category:** Tap the Category field. The list of categories has been customized by your organization. Tap a category for this message.
- **Title:** Type a title for your message.
- **Content:** Type the body of the message. (If needed, select the Message Category to remove the keyboard.)
- **Share Location:** If the slider is green, it is enabled. You can tap the slider to disable your location.



- To send an image with your message, tap the Camera icon. Use the device camera or select a photo you have already stored. You will see the thumbnail of the photo you are sending.
- When your message is sent, you will see it on the Message screen. The thumbnail of the photo and the Share Location icon (if enabled) are included with the message.



- Return to the list of messages by tapping the Message button at the top left-hand corner of the screen.
- When you have been receiving and sending messages, you can filter which types you want to view. Open the list (up arrow in title bar) to filter the choices. Use All Messages to view a complete list of messages in Everbridge. To look for particular types of messages, you can select from the following:

