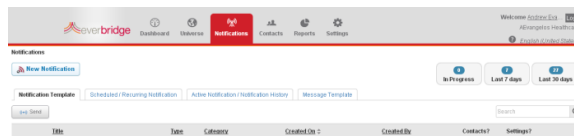


Quick Sheet MN: Sending a Conference Notification

To create a Conference Notification in the Everbridge platform, simply go to the notification tab and click new notification or edit an existing template. This will bring you into the message creation workflow and allow you to begin creating your notification.



☒ High priority message

Title *

Body

Email/Fax: 2500, SMS: 120, Estimated # of SMS: 1

Voice [Upload a voice recording](#) (Uploaded voice file must be 8KHz, 8bit, mono audio WAV format and less than 5 minutes in length.)

☐ Save this as a message template

Message type:

☐ Standard ☐ Polling ☒ Conference

Everbridge Conference Bridge 1

If selected contacts exceed 96, the first 96 contacts will be reached

[Attach Files](#)

Step 1: Create Message

You may either create the message content “on the fly” or choose from message templates. The message templates may already include voice recordings. Clients can also use plain text, to include separate text for email notification and/or record a voice message. Everbridge supports the ability to include attachments to notifications which can be deployed to email accounts or mobile member recipients. Under message type select conference and which conference bridge you wish to use for the notification.

Select Contacts [Preview All](#)

* Click to add contacts

0 Individuals	0 Groups	0 Rules	0 Map
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Step 2: Select Contacts

You may select a combination of Individual Members, Groups, Rules, or use the map to target members. To see a list of selected contacts, click Preview All.

Settings [Edit](#)

* Sender E-Mail Display: Everbridge

* Sender caller ID: [View](#)

Delivery Order: Organization Default

* Delivery methods: 1 Personal Phone 2 Work e-mail

Mobile Member App Settings: [View](#)

Apply voice delivery throttling rules: No

Broadcast duration: 1 hr(s)

Contact cycles: 1

Interval between cycles: 0min(s)

Interval between delivery methods: 0min(s)

Confirm: Yes

Language: English (US)

Send & Save

Send: ☒ Now ☐ Later ☐ Recurring

- Or - ☐ Save as a notification template

☐ Include as part of an event

[Send](#) [Cancel](#)

Step 3: Settings, Send & Save

On the final step of the notification creation process, use the default options or adjust any settings. To send the notification select “Send: Now”. You may include it as part of an event if many broadcasts are going to be grouped together. Click the send button and the message will be sent to the target recipients.

If a conference notification is received via telephone, the recipient will be able to press 1 to join the conference. If the message is received via a text path, they will receive the information needed to call into the conference call.