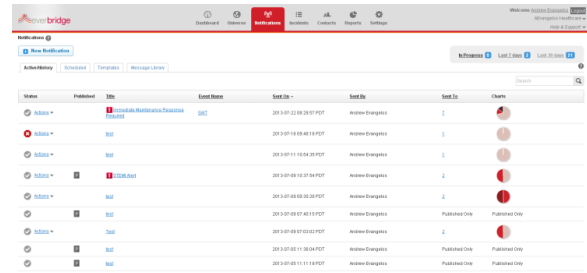
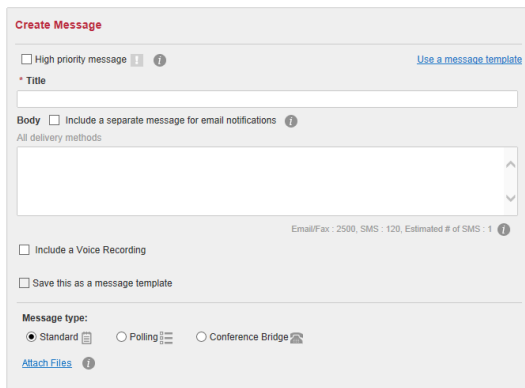


## Quick Sheet MN: Sending a Standard Notification

To create a Standard Notification in the Everbridge platform, go to the notification tab and click new notification. You can also select a message template and click the pencil icon to edit an existing template. This will bring you into the message creation workflow and allow you to begin creating your notification.



Name	Published	Event Name	Send To	Send To	Send To	Send To	Check
Notification	Yes	2015-07-22 08:20:07 PST	Andrew Engle	1			
Notification	No	2015-07-14 08:48:19 PST	Andrew Engle	1			
Notification	No	2015-07-11 10:34:30 PST	Andrew Engle	1			
Notification	No	2015-07-06 10:27:54 PST	Andrew Engle	1			
Notification	No	2015-07-06 08:30:20 PST	Andrew Engle	1			
Notification	No	2015-07-06 07:45:11 PST	Andrew Engle	1			
Notification	No	2015-07-06 07:03:02 PST	Andrew Engle	1			
Notification	No	2015-07-06 11:36:04 PST	Andrew Engle	1			
Notification	No	2015-07-06 11:11:11 PST	Andrew Engle	1			



**Create Message**

☐ High priority message [Use a message template](#)

\* Title

Body ☐ Include a separate message for email notifications

All delivery methods

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

☐ Include a Voice Recording

☐ Save this as a message template

Message type:

☒ Standard ☐ Polling ☐ Conference Bridge

[Attach Files](#)

### Step 1: Create Message

You can either create the message content on the fly or choose from message templates. The message templates may already include voice recordings. You can use plain text, or choose to include content text for email notification. Record a message for voice paths. If no voice is recorded, our text-to-speech engine will convert your message. Everbridge supports attachments to notifications, which will be sent to email, mobile app and fax delivery methods. Select standard as the message type.



**Select Contacts** ☐ Use notification escalation

\* Click to add contacts

3	0	0	0
Individuals	Groups	Rules	Map

[Preview contacts](#)

### Step 2: Select Contacts

You may select a combination of Individuals, Groups, Rules, or use the Map to target members. To see a list of selected contacts, click Preview contacts.



**Settings** [Edit](#)

\* Sender E-Mail Display: Everbridge

\* Sender Caller ID: [View](#)

Delivery Order: Organization Default

\* Delivery methods: 1 TEXT 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: 2min(s)

Interval between delivery methods: 1min(s)

Voice mail preference: Message Only

Confirms: Yes

Language: English (US)

**Send & Save**

Send: ☒ Now ☐ Later ☐ Recurring

- Or - ☐ Save as a notification template

### Step 3: Settings, Send & Save

On the final step of the notification creation process, use the default settings or adjust any options as needed, including caller ID, email address, delivery methods, delivery order, throttling and delivery options.

To send the notification, select “Send: Now” and include 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.