

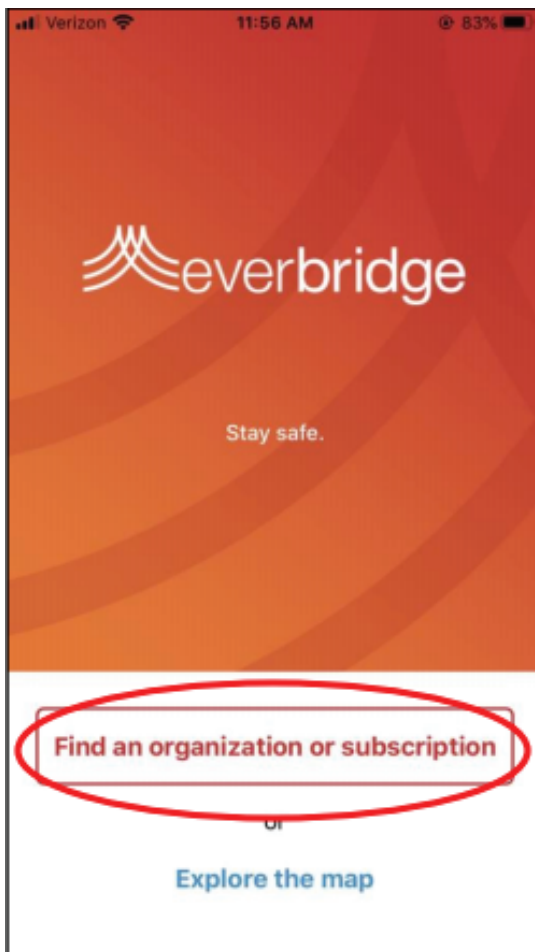
## Sign Up for Everbridge: Step by Step

**Everbridge** is used by Southeast Missouri State University to inform the University community of emergencies and provide a method for community members to quickly report issues to the Department of Public Safety. This tutorial will provide instructions on how to sign up for notifications.



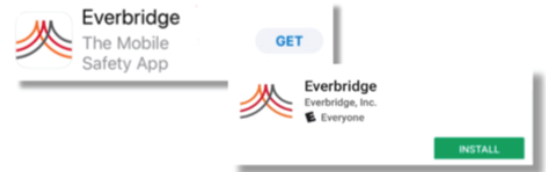
Step 1:

Tap on the App Store or Google Play Store.



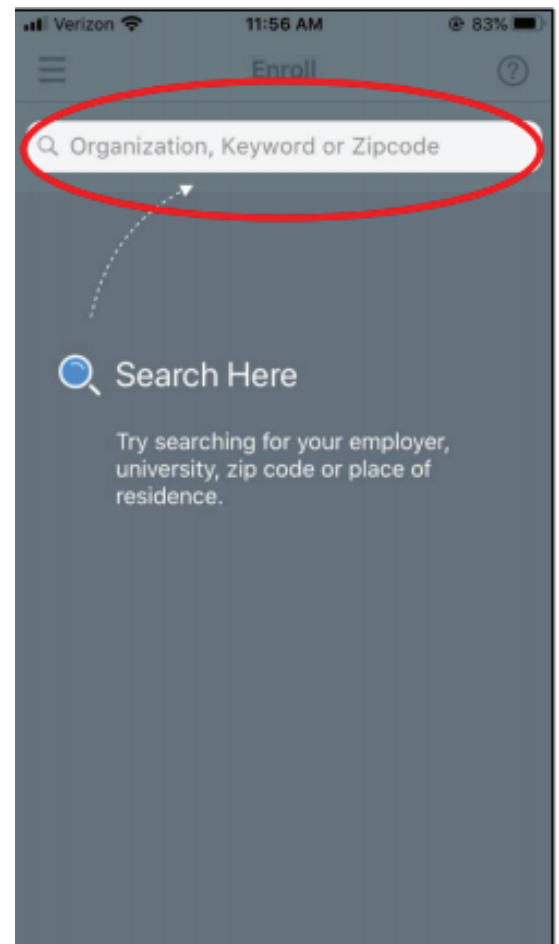
Step 3:

Download the Everbridge app and select "Find an organization or subscription."



Step 2:

Search for "Everbridge"



Step 4:

You should see this screen. Locate the search bar.



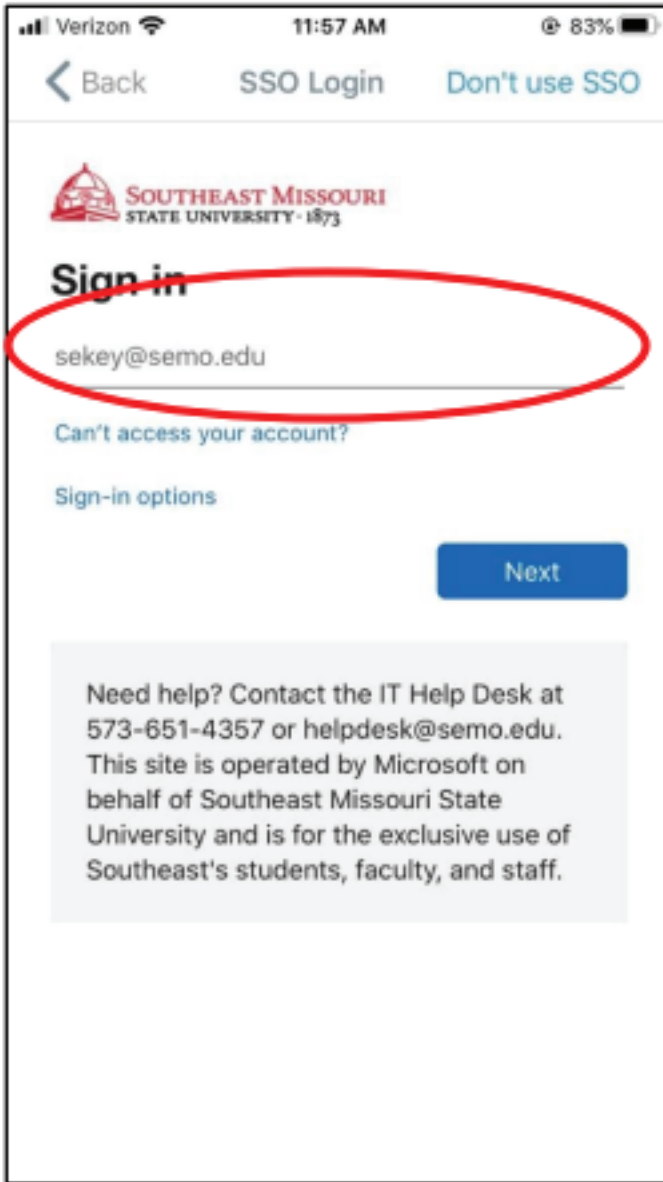
Step 5:

In the search bar, type out  
“SEMOAlerts1.”



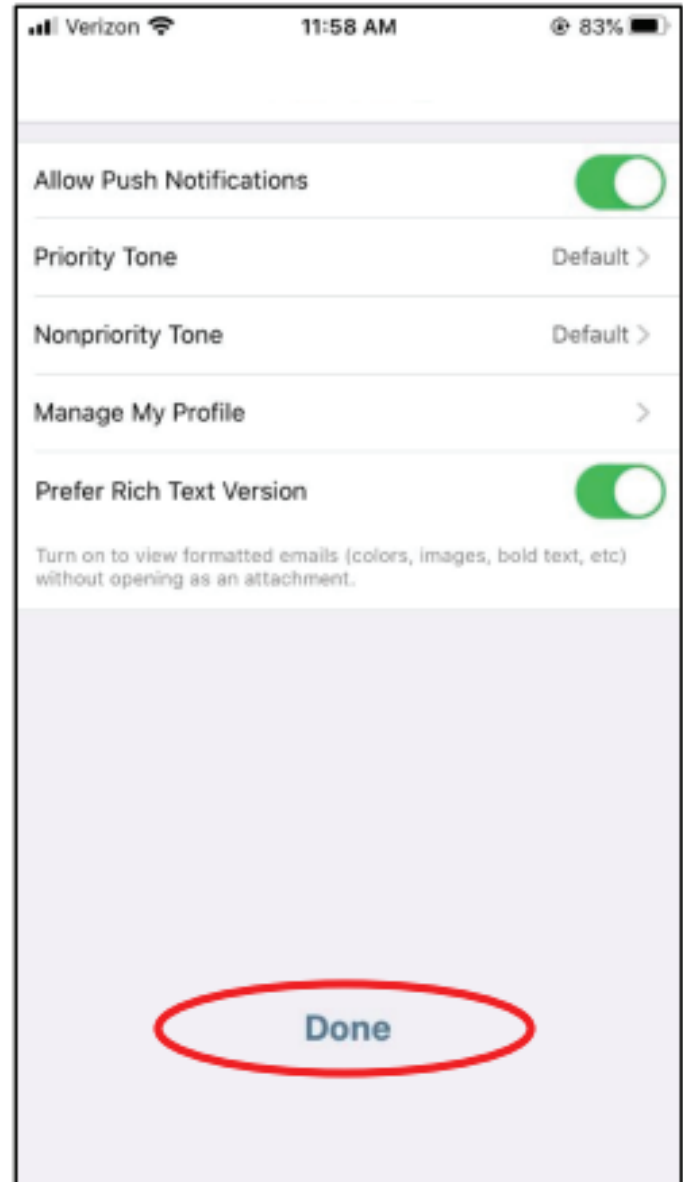
Step 6:

The SEMOAlerts1 organization  
should pop up. Select it.



Step 7:

Sign into your Southeast account using your Southeast Key and password.



Step 8:

Make sure your settings are all correct, then select "Done."

**You're all set! When an alert comes through, you will see it on your feed.**