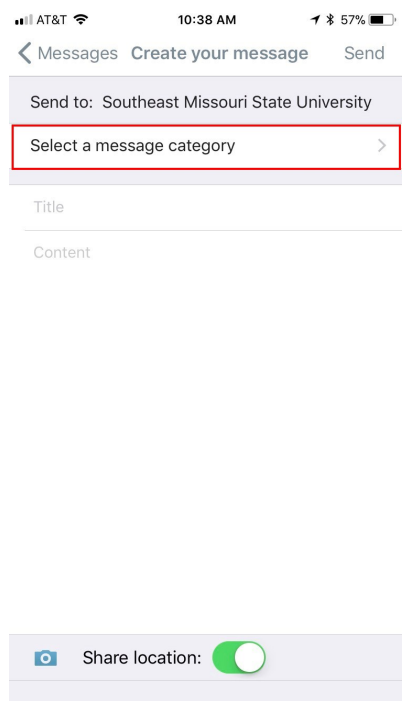
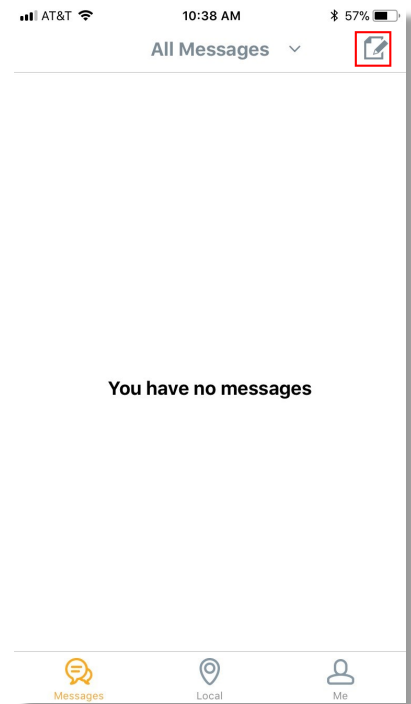


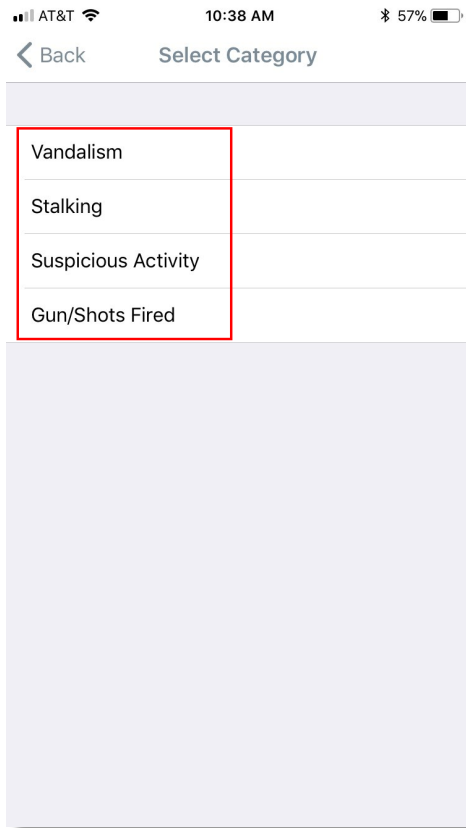


Southeast's **SE Alerts** emergency notification system uses Everbridge Inc. to inform the University community of emergencies. The Everbridge app also allows students, faculty and staff to report a crime or threat directly to the Department of Public Safety.

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

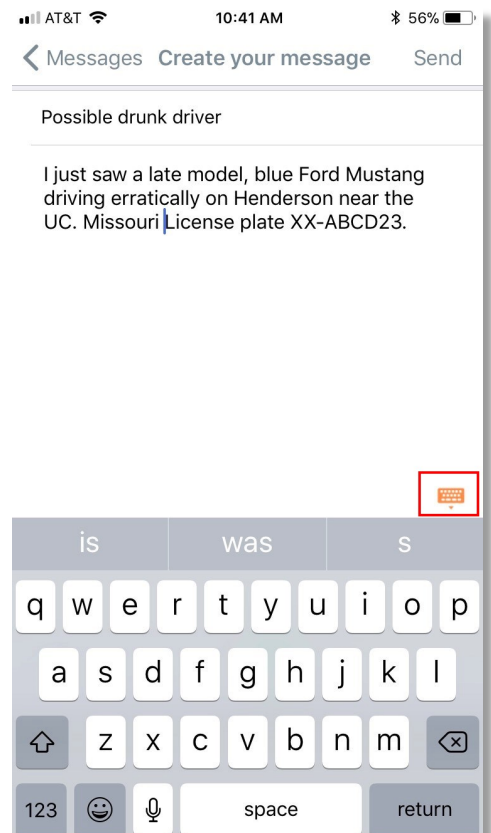


2. Tap to select the **message category**

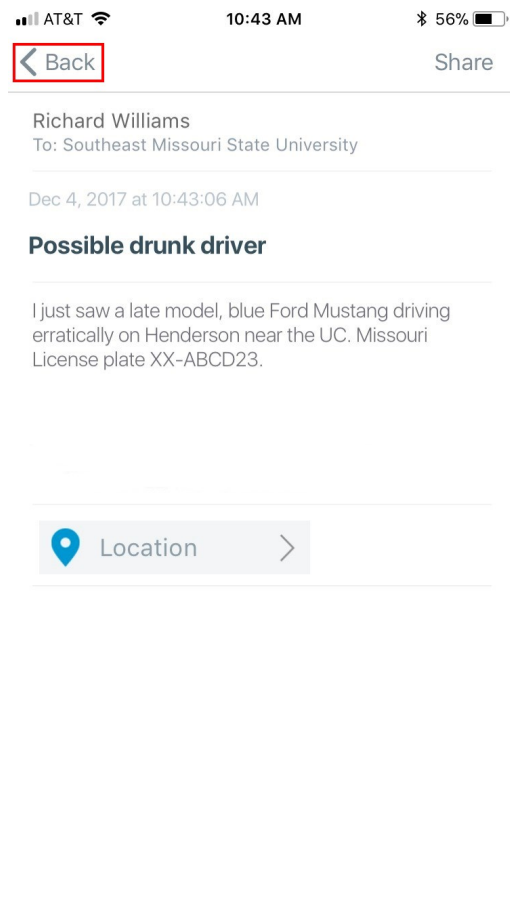
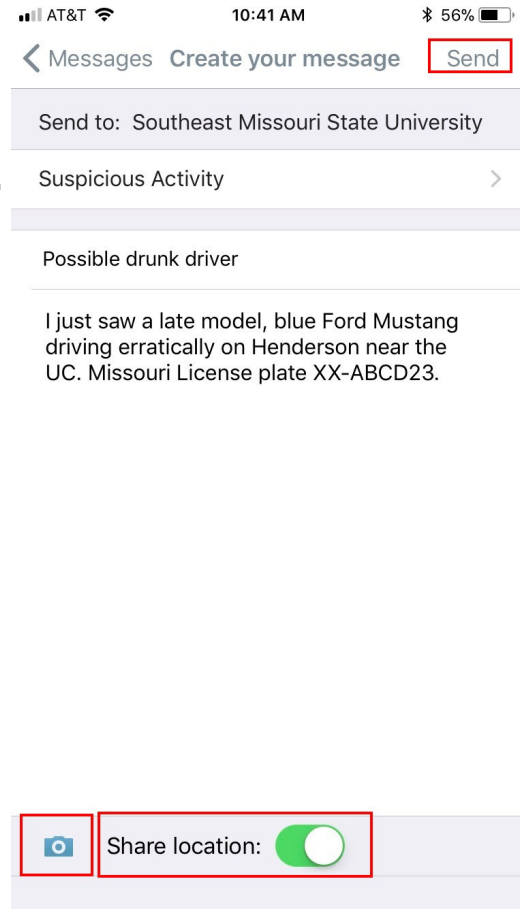


3. There are currently four broad message categories. These could be expanded in the future. Tap on a category to select.

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.



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



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

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

