**1 Log in**

Access the Netpresenter Alert Server via your browser. Click on the Alert Server icon, fill in your username and password and press 'Login'.

The Alert Server is the CMS in which alerts can be created and send out.

**2 Create Alert**

Select an existing alert scenario OR create a completely new alert by filling in a title and message.

You can adjust existing alert scenarios to better fit your emergency situation.

**3 Add Hyperlink (optional)**

Fill in a hyperlink to redirect your audience to further information.

**4 Add Image (optional)**

Click on the ‘Select Image’ button to add an image. You can either select an image from your library or upload a new image.

**5 Choose Template**

Select a template that best fits your emergency scenario.
6 Set Location (optional)
Select the location where the emergency is taking place (example: New York office) to only alert the right audience.

Enter the specific location and select the location from a drop down list with search results.

7 Select Output
Choose the output channels on which you want the alert message to be displayed.

To select all channels at once, just click the icons on top or the channel names on the left.

8 Set Duration
Choose the duration of the alert (example: 10 minutes, 6 hours or unlimited).

9 Activate Alert
Just hit the ‘Activate Alert’ button to send out the alert. An overview of your active Alerts will now be visible on the upper right side of your screen.

Click on the ‘More details’ button to view additional information, such as alert recipients, acknowledgements, ...

10 Update or Cancel an Alert
- Update the Alert by clicking the ‘Update’ button. You will then have the option to adjust your Alert.
- Want to cancel the Alert? Just press the ‘Stop’ button.