

Notify@Once

Quick Start Instructions

1. LOG ON

- a. Log onto Notify@Once by going to www.notifyatonce.net on your internet browser.
- b. Enter your User ID and Password (provided by your administrator)

2. SEND A MESSAGE

- a. Ensure that MESSAGES is highlighted in the top menu tab
- b. Click on the yellow NEW button.
- c. Click on the yellow TO button on the Send Message Screen.

d. ADDRESSING

- i. If sending to an individual, select/highlight the recipient ID from the list (you can narrow the list by typing in a few characters of the recipients name or ID and clicking the SEARCH button). Click the yellow ADD button to move the recipient's name to the RECIPIENT list.

- ii. If sending to a Group, click the radio button by “Search for Message Groups”. Highlight the Group Name and click the yellow ADD button to move the Group Name to the RECIPIENT list.
- iii. Click the yellow OK button when all recipients/groups have been added
- e. ENTERING MESSAGE
 - i. If using a “Pre-Programmed Message”, double click on the Pre-Programmed Message text to move it to the message body. You can then manually type in additional message text.
 - ii. If not using a “Pre-Programmed Message”, tab to the message body section and type in your message.
- f. Click the yellow “SEND NOW” button to send your message.



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