

LINCOLN COUNTY USER GUIDE: LINCOLN ALERTS – “EVERBRIDGE” RECEIVER MOBILE APP



Revised: 05/20/19jld



Public Health
Prevent. Promote. Protect.

Lincoln County



OVERVIEW

- **SECTION A: Background**
 - **MANAGEBRIDGE APP VS. EVERBRIDGE APP**
- **SECTION B: Instructions**
 - **Downloading the App**
 - **Your Accounts and Messages**
 - **Assistance – Who to Contact**

SECTION A – BACKGROUND



MANAGEBRIDGE APP VS. EVERBRIDGE APP

Logo	Name	Functions
	Managebridge	Allows authorized* users to send Everbridge messages
	Everbridge	Allows users to receive messages

***AUTHORIZATION TO SEND MESSAGES – Managebridge App:**

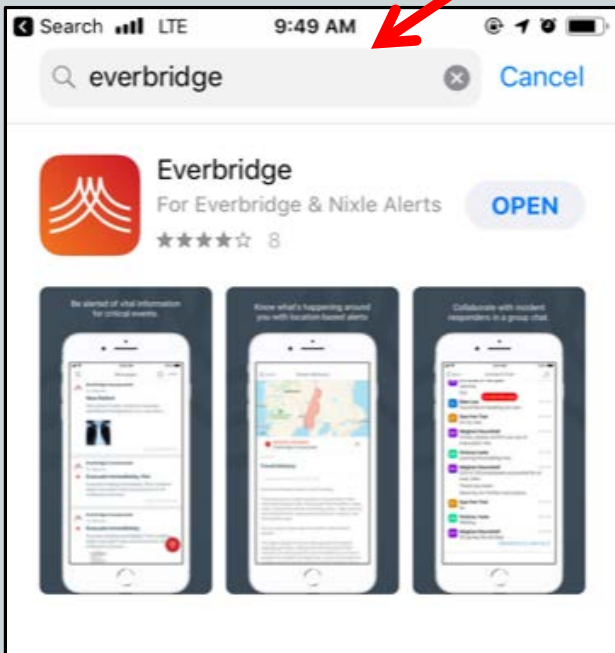
To receive authorization to use the managebridge app for sending messages, your organization administration (i.e. Chief, Lt. or Supervisor) should send an email request to Lincoln County Emergency Management for access.

SECTION B – INSTRUCTIONS

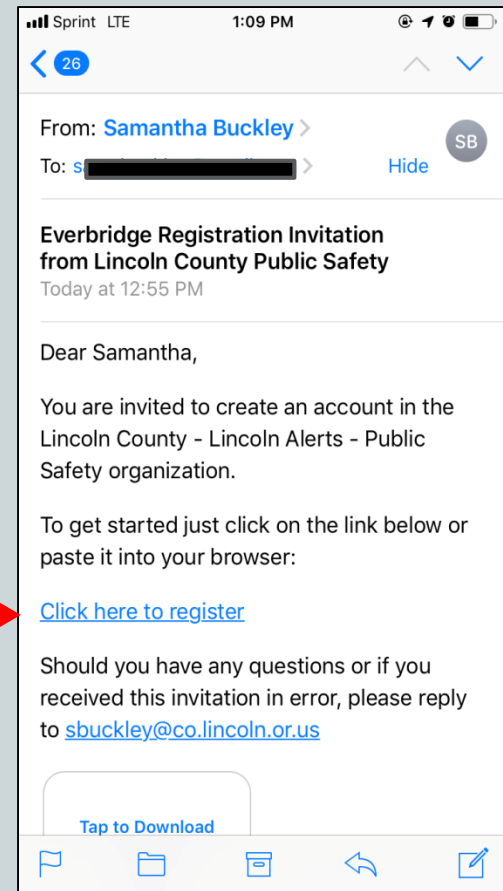


DOWNLOADING THE APP

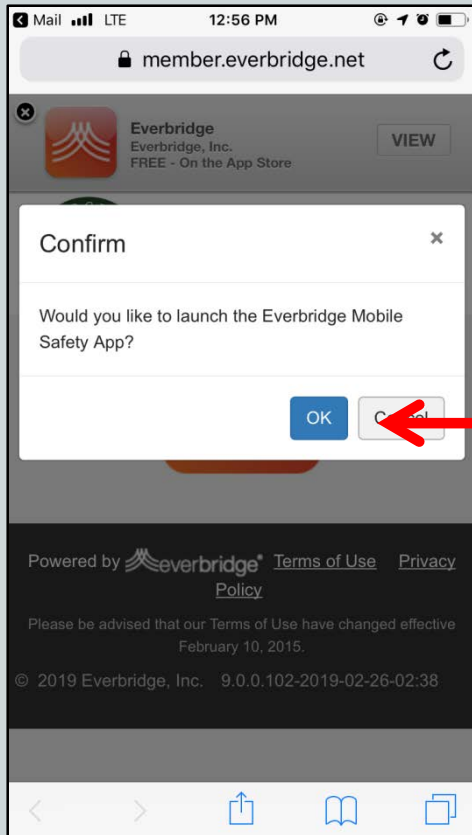
Download the “Everbridge” App using the app store or google play.



You will receive an email “inviting you to create an account”. Click the link to register.

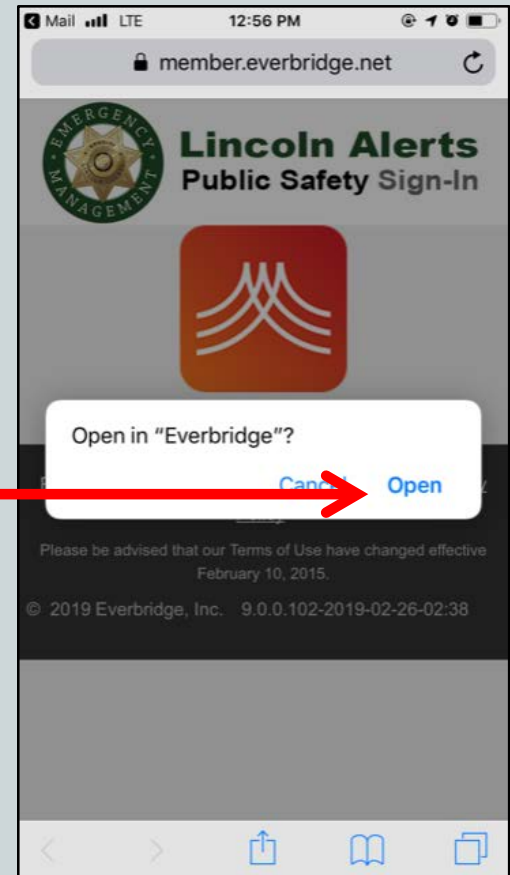


DOWNLOADING THE APP

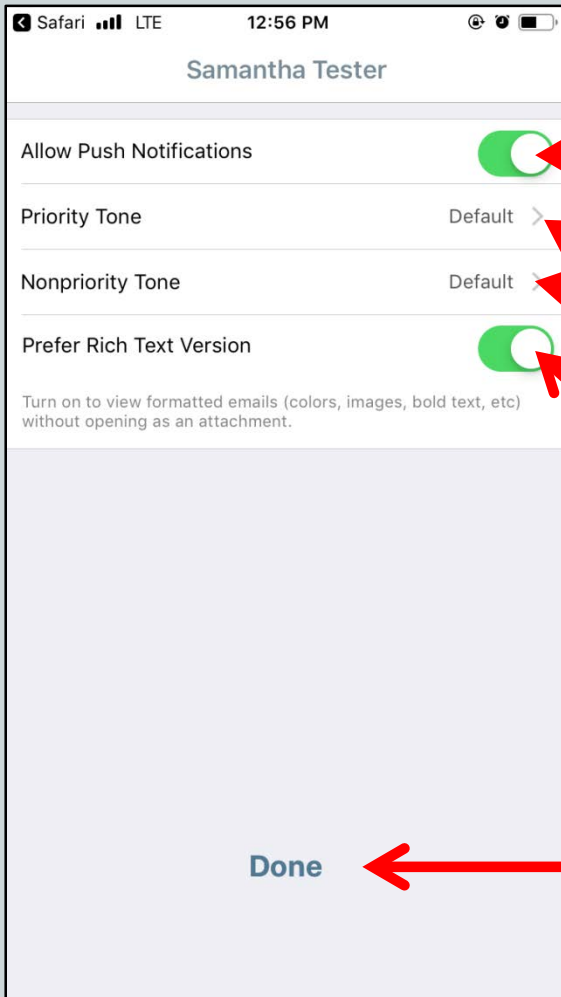


Clicking the link will prompt you to confirm that you would like to launch the app.

It will ask you, again, if you want to open the app. Click "open".



YOUR ACCOUNT



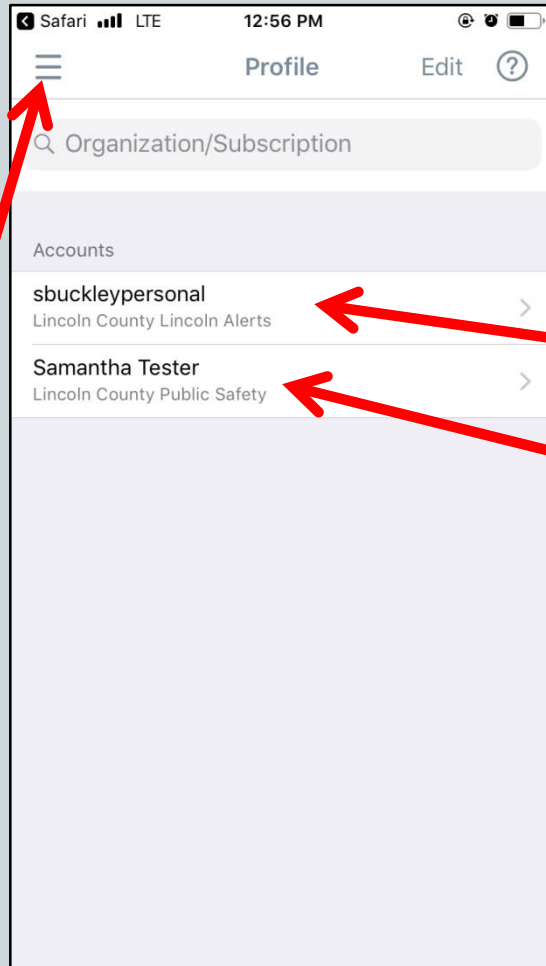
The app will open to your account preferences. Leave the “Allow Push Notifications” on to receive notifications from the app.

You can select a different tone for priority and non priority messages.

Leaving “Rich Text Version” on allows you to see formatted messages without opening attachments.

Click “Done” when finished formatting your profile preferences. These can be updated later also.

YOUR ACCOUNT



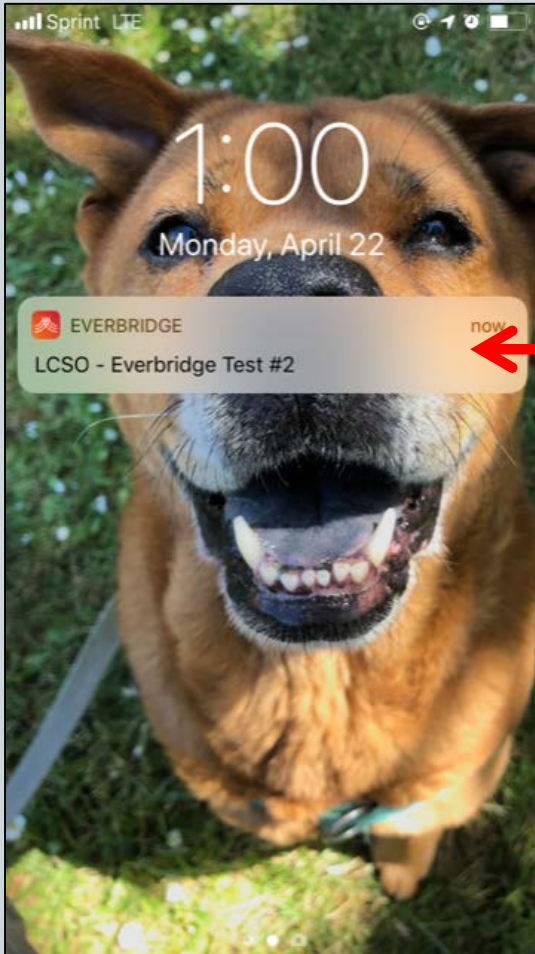
Clicking the three lines in the top left corner will take you to the main menu.

You can also log on with your Lincoln Alerts account. Any accounts that you have will show up under your profile.

Personal – Lincoln Alerts Public

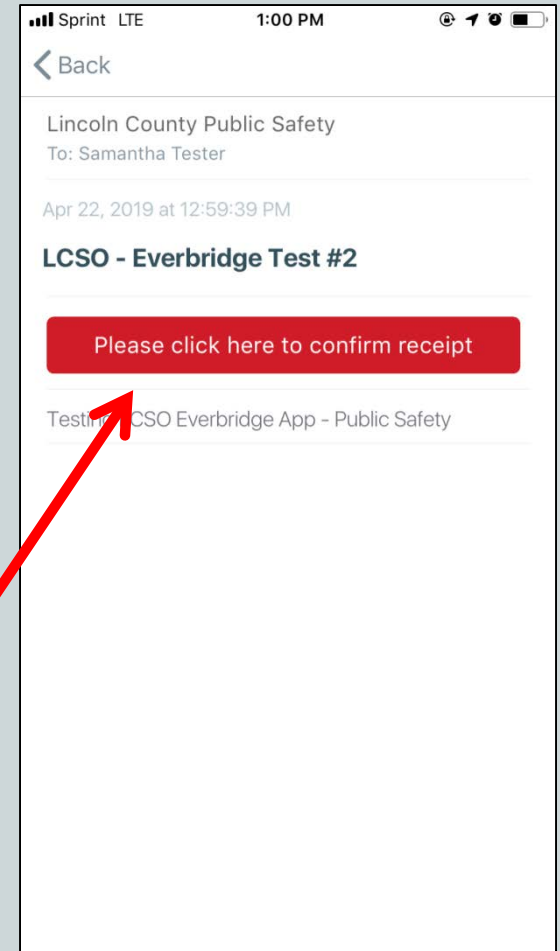
Public Safety – Created by County EM for you

RECEIVING NOTIFICATIONS

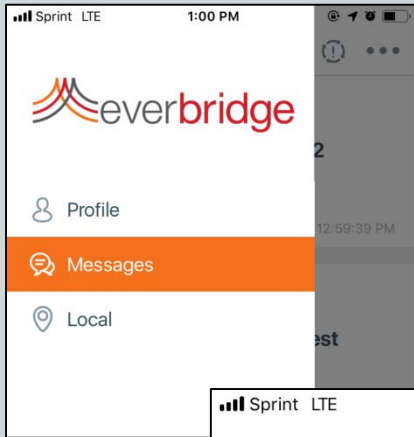


Depending on how your notification settings are set up on your mobile phone – You will receive a notification with name of the message.

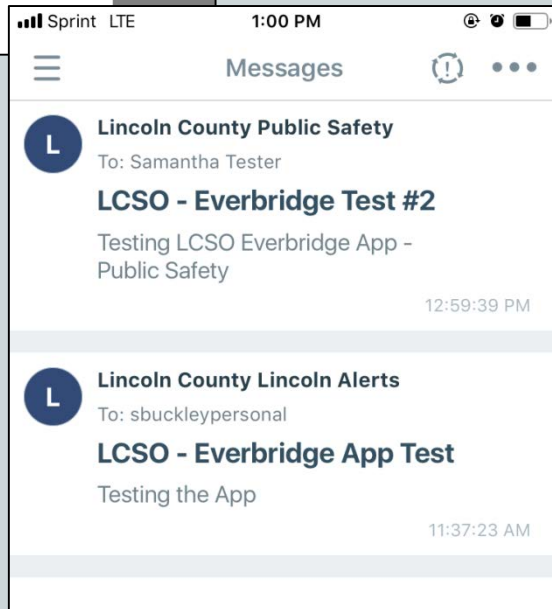
Clicking the notification will open the app and display the message. You can click the red banner to confirm receipt.



MESSAGES



You can access your messages (new and old) by going to the main menu and selecting “messages”



- The messages are displayed with the newest one on top.
- The sender is at the top – to help identify if this message was sent by a public safety group or Lincoln Alerts

QUESTIONS OR ASSISTANCE

- **County Emergency Manager(s)**
 - Jenny Demaris, vdemaris@co.lincoln.or.us, 541-265-4199, 541-270-0702
 - Samantha Buckley, sbuckley@co.lincoln.or.us, 541-265-0657, 541-270-5746

