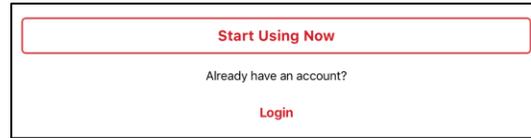


# How to Configure the Everbridge Mobile App

This document shows you how to configure the Everbridge App to receive push notification from U of G Alert. The App is available for iOS & Android and can be [download from the App Store & Goggle Play](#).

Open the App once installed on your device and click **Login**.



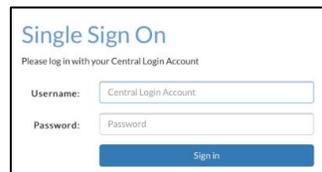
On the Login screen click **Enable Single Sign-On**



Enter the key phrase for your campus. For Guelph enter **guelph1**, for Ridgetown enter **ridgetown1** and click **Continue**

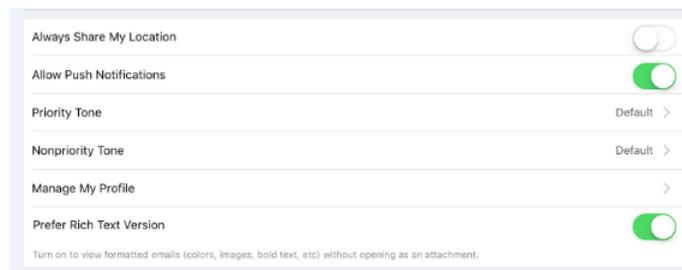


This takes you to the standard U of G Single Sign On page– enter your university credentials and click Sign In



Once logged in, you can set up your account preferences:

- Click Manage My Profile to go to your U of G Alert account to enter additional contact information. Access the [U of G Alert Sign-up help](#) to learn how to enter more contact information.
- Priority and Nonpriority tones can be selected from the list available
- We recommend you leave the other default options set as they are



Click **Done**. This will take you to the Message screen in the app that will likely not have any alerts.

Once you complete this process, you will have successfully installed and configured the Everbridge app to receive alerts from U of G Alert.