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 <u>download from the App Store & Goggle Play</u>.

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**

guelph1		
	Continue	

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

Single S	Sign On	
Please log in with y	your Central Login Account	
Username:	Central Login Account	
Password:	Password	
	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>U of G Alert Sign-up help</u> 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

Always Share My Location	\bigcirc
Allow Push Notifications	
Priority Tone	Default >
Nonpriority Tone	Default >
Manage My Profile	>
Prefer Rich Text Version	
Turn on to view formatted emails (colors, images, bold text, etc) without opening as an attachment.	

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.