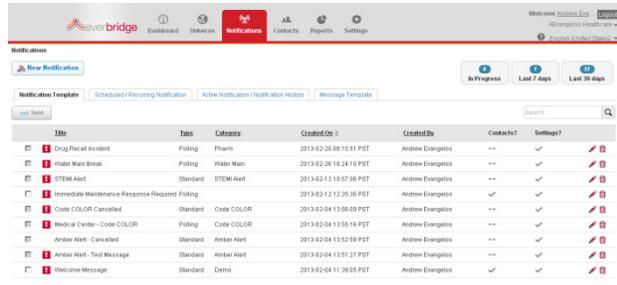


## Quick Sheet MN: Sending a Conference Notification

Your chosen notification platform should afford a quick and easy method launch a conference call notification “on the fly” connecting target recipients to the same conference bridge immediately. To create a Conference Notification in the Everbridge platform, simply go to the notification tab and click new notification or edit an existing template. This will bring you into the message creation workflow and allow you to begin creating your notification.



High priority message

**Title \***

**Body**

Email/Fax: 2500, SMS: 120, Estimated # of SMS: 1

**Voice** [Upload a voice recording](#) (Uploaded voice file must be 8KHz, 8bit, mono audio WAV format and less than 5 minutes in length.)

Save this as a message template

**Message type:**  
 Standard  Poling  Conference

Everbridge Conference Bridge 1  
 If selected contacts exceed 96, the first 96 contacts will be reached

[Attach Files](#)

### Step 1: Create Message

You may either create the message content “on the fly” or choose from message templates that may include voice recordings. Clients also have the ability to utilize text and/or voice (using the Upload Message option). Everbridge supports the ability to include attachments to notifications which can be deployed email accounts. Under message type select conference and which conference bridge you wish to use for the notification.

### Step 2: Select Contacts

On this step of the process, simply select the target audience to which you would like to send the notification. You may select Individual Members, Groups, Rules, or use the map to target members. Note that a conference bridge supports up to 96 members. If you select more than this, not all of your members will be able to join the call.

**Select Contacts**

Click to add contacts \*

0 Individuals 0 Groups 0 Rules 0 Map

**Settings** [Edit](#)

**Sender email display:** \* test.notification@premera.com

**Sender caller ID:** \* [View](#)

**Delivery methods:** \* [View](#)

**Mobile Member App Settings:** [View](#)

**Apply voice delivery throttling rules:** Yes

**Broadcast duration:** 1 hr(s)

**Contact cycles:** 1

**Interval between cycles:** 0min(s)

**Interval between delivery methods:** 0min(s)

**Voice mail preference:** Message Only

**Confirm:** Yes

**Language:** English (US)

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**Send & Save**

**Send:**  Now  Later  Recurring

- Or -  Save as a notification template

Include as part of an event

[Send](#) [Cancel](#)

### Step 3: Settings, Send & Save

On the final step of the notification creation process, use the default options or adjust any options. To send the notification select Send: Now. You may include it as part of an event if many broadcasts are going to be grouped together. Click the send button and the message will be sent to the target recipients.

If a conference notification is received via telephone, the recipient will be able to press 1 to join the conference. If the message is received via a text path, they will receive the information needed to call into the conference call.