



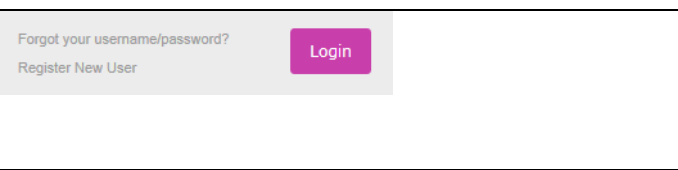





QUICK HOW-TO GUIDE for Subscribing to Online Calendar & News Alerts

Alerts ( Alerts) is a feature available through our online calendars allowing visitors the ability to sign up for notifications to calendars and/or news releases on the Mansfield Independent School District website. When signing up for event notifications, users can also sign up for news alerts.

Getting Started...

<p>1. Go to the district and/or campus website and browse to the Calendar page.</p>	
<p>2. Select the Alerts icon ( Alerts) located in the upper right corner of each calendar.</p>	<p>Campus Calendar</p> 
<p>3. To setup an alert using an MISD email, select "Forgot your username/password?"; To setup an alert with a non-MISD email, click "Register New User".</p>	
<p>4. Keep the default settings or make changes (i.e. - updating reminder notification times and options)</p> <p>When finished, click the "Update Settings" button.</p>	<p>Alert Settings:</p> <p>Send To: Email <input checked="" type="checkbox"/> alicia.boykin@att.net Phone -- 0 sms enabled phone numbers --</p> <p>Reminder: <input checked="" type="checkbox"/> 18 Hours <input type="checkbox"/> Before</p> <p>Alert Options: <input checked="" type="checkbox"/> Cancellations/Postponements/Changes</p> <p style="text-align: right;">Update Settings</p>
<p>5. Your calendar notifications are now set!</p> <p>You are directed to a new screen with the "My Subscriptions" tab activated. Here you can enable text messaging alerts and/or add subscription alerts for news releases.</p> <p>If you do not wish to make any additional changes, select "Logoff" in the upper right corner.</p> <p>Questions? Need Help? Contact webmaster@misdmail.org.</p>	<p>Alicia Boykin: Public User</p> <p>My Profile My Account My Subscriptions ✕ Logoff </p> <p>Edit Subscription(s)</p> <p>Available Delivery Locations</p> <p>Email alicia.boykin@att.net (Primary) Add Text Enabled Phone</p> <p>Current Subscriptions</p> <p>News Alerts Settings No News alerts found</p> <p>Blogs/Forums No Blog/Forum alerts found</p> <p>Athletics Alerts No Athletics alerts found</p> <p>Event Reminders <small>Please note that events older than 30 days will not be displayed.</small> No Event alerts found</p> <p>Calendars No Event alerts found</p>