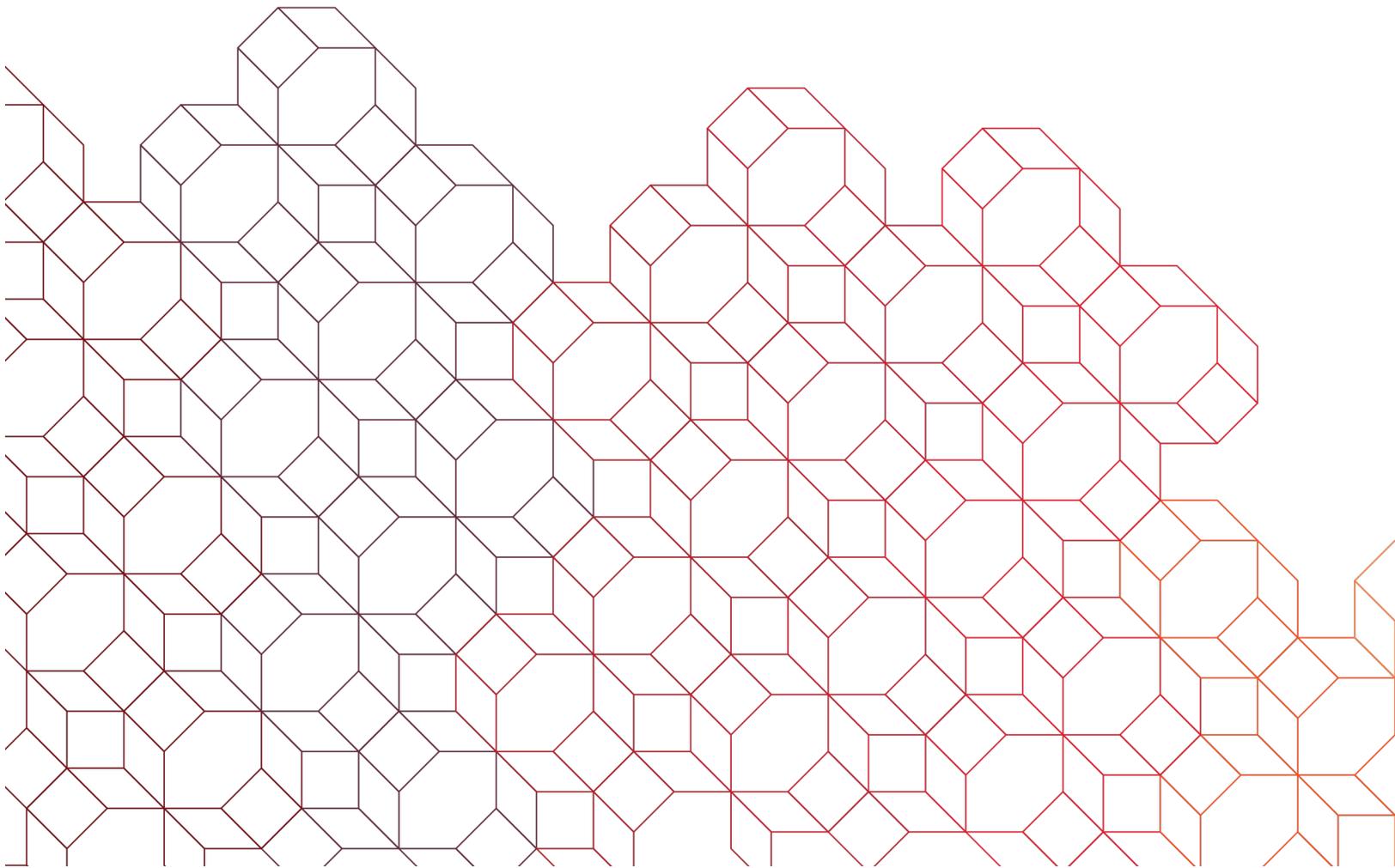




# Exchange

Alerts – Creating Contact Points



Selecting the “Alert Destinations” tab is where you add or modify an email address or text phone number used to deliver alert notifications. Any contact points currently set up are displayed here. You can have up to 10 destination points between email addresses and phone numbers. Your email, required during user set up is already included as the primary email and cannot be changed here.

**TIP:** Create a group email address for internal team members and use that single email to create any alert needed for multiple distributions.

The screenshot shows the 'Alerts Center' interface. At the top, there is a breadcrumb 'Home / Alerts Center' and a large heading 'Alerts Center'. Below the heading are three tabs: 'View Alerts', 'Configure My Alerts', and 'Alert Destinations', which is highlighted with a red box. The 'Alert Destinations' tab is divided into two sections: 'Email' and 'Text Message'. Under 'Email', there is a field for 'Email address' with a dropdown arrow, containing the value 'email@workemail.com' and labeled 'Primary Email'. Below this is a '+ Add Email' button. Under 'Text Message', there is a field for 'Phone Number' with a dropdown arrow, which is currently empty and labeled 'No phone number alert destinations'. Below this is a '+ Add Phone' button. A callout box on the right side of the interface contains the text: 'Primary email is important and cannot be changed due to any urgent or fraud related alerts or notifications that need to be distributed to you by the Bank. The phone number contact is not automatically pulled from the user profile since it can only be numbers that can receive text messages.'

**Email**

**Email address**  
email@email.com

[+ Add Email](#)

- To add another email address, click the “Add Email” link, which opens a new window.
- Input the “Email Address” then click “Add”.
- The email address added will appear at the bottom of the list of emails.
- Originating email address is **alert@bokf.com** for email alerts.

Add New Email ✕

Email\*

[Cancel](#) [Add](#)

**Text Message**

**Phone Number**

[+ Add Phone](#)

- To add phone numbers for text alerts, click the “Add Phone” link, which opens a new window.
- Input the “Phone Number”, no characters then click “Add”. US phone numbers only.
- As with the email address, the number added will appear at the bottom of the list of phone numbers.

Add new phone number ✕

Phone number\*

US phone numbers only

[Cancel](#) [Add](#)

View Alerts    Configure My Alerts    **Alert Destinations**

**Email**

**Email address** ↓↑

email@workemail.com Primary Email

email@email.com ✎ ✕

[+ Add Email](#)

**Text Message**

**Phone Number** ↓↑

(111) 111-1111 ✎ ✕

(555) 555-5555 ✎ ✕

[+ Add Phone](#)

Destination points are created and now ready to begin receiving alerts.