



MICHIGAN STATE UNIVERSITY

ALERT

DESKTOP ALERT

INSTRUCTIONS FOR INSTALLING DESKTOP ALERT ON MICROSOFT WINDOWS

1. Download the msualertwin.exe file from <https://alert.msu.edu> website under "Computer Notifications"

The screenshot shows a web browser window with the URL alert.msu.edu/desktop-alert/. The website has a dark green navigation bar with links: Home, Check Your Settings, Alerts, Computer Notifications, FAQ, and Support. The main content area features the MSU logo and the word "ALERT" in red. Below this is a section titled "Computer Notifications" with a paragraph explaining the software: "MSU has made available to the community a new software package that will display a pop-up message on your Windows or MacOS computer when an alert is launched. It is called 'Alertus Desktop Notification' and is configured to run in the background of your computer when it is connected to retrieve emergency or outreach messages that are launched. You can click on the link to download this software for your desktop. It will install on your computer automatically after the download from the site. If you have any questions, please contact MSU Alert Support." Below the paragraph are two links: "MSU Alert - Alertus Desktop Notification for Microsoft Windows" and "Install instructions Microsoft Windows". To the right of the main content is a sidebar with three sections: "Self Service Portal" (with a login link), "PORTAL LOGIN" (a large green button), and "Nixle Community Alerts" (with a link to subscribe to the NIXLE channel). At the bottom of the sidebar is a text box: "Text MSUALERT to 888777" with a note "Message and data rates may apply. Message".

Computer Notifications – MSU A x +

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Home Check Your Settings Alerts Computer Notifications FAQ Support

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Computer Notifications

MSU has made available to the community a new software package that will display a pop-up message on your Windows or MacOS computer when an alert is launched. It is called "Alertus Desktop Notification" and is configured to run in the background of your computer when it is connected to retrieve emergency or outreach messages that are launched. You can click on the link to download this software for your desktop. It will install on your computer automatically after the download from the site. If you have any questions, please contact MSU Alert Support.

MSU Alert – Alertus Desktop Notification for Microsoft Windows

Install instructions Microsoft Windows

MSU Alert – Alertus Desktop Notification for Apple MacOS

Install Instructions Apple MacOS

Self Service Portal

Login to the Everbridge self service portal to manage your contact data. You will be redirected to an MSU login page to use your NetID credentials for authentication. After a successful login, you will be on the everbridge.net site to manage your information.

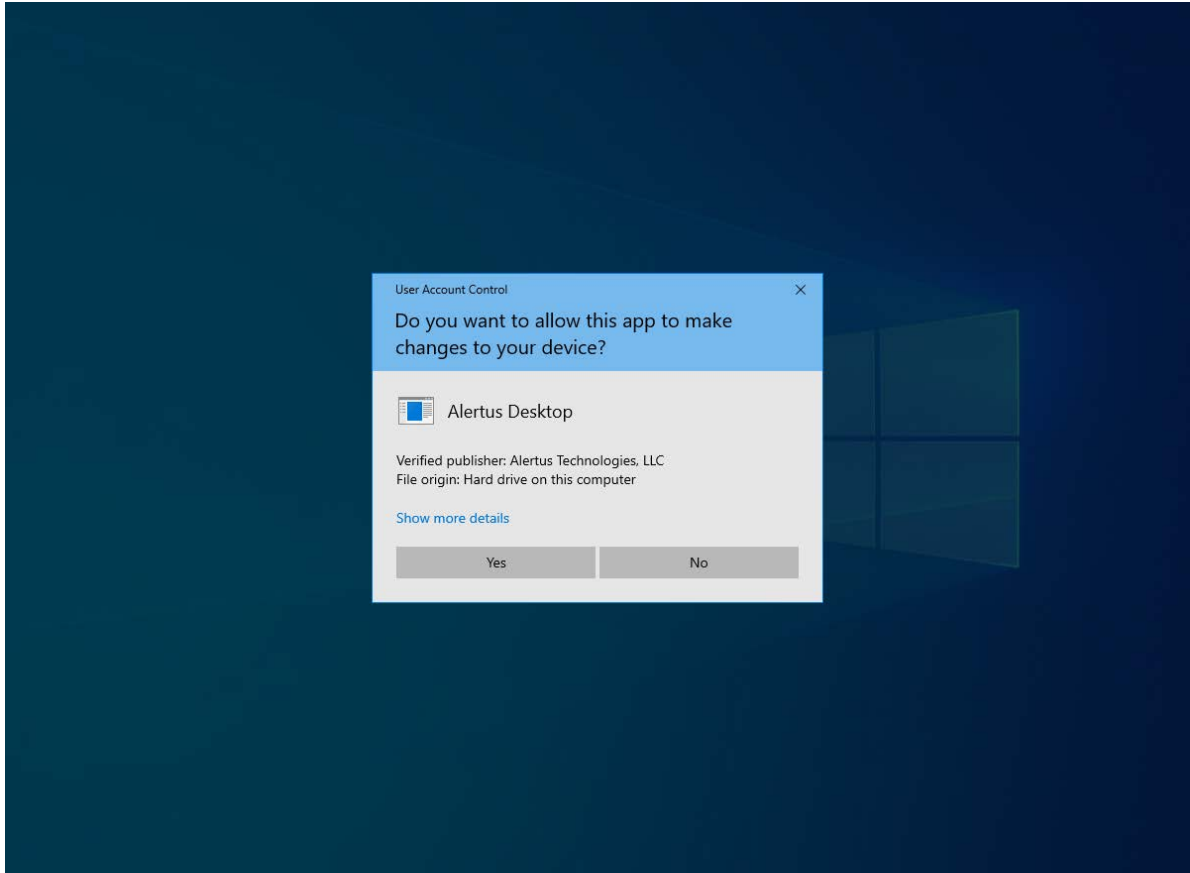
PORTAL LOGIN

Nixle Community Alerts

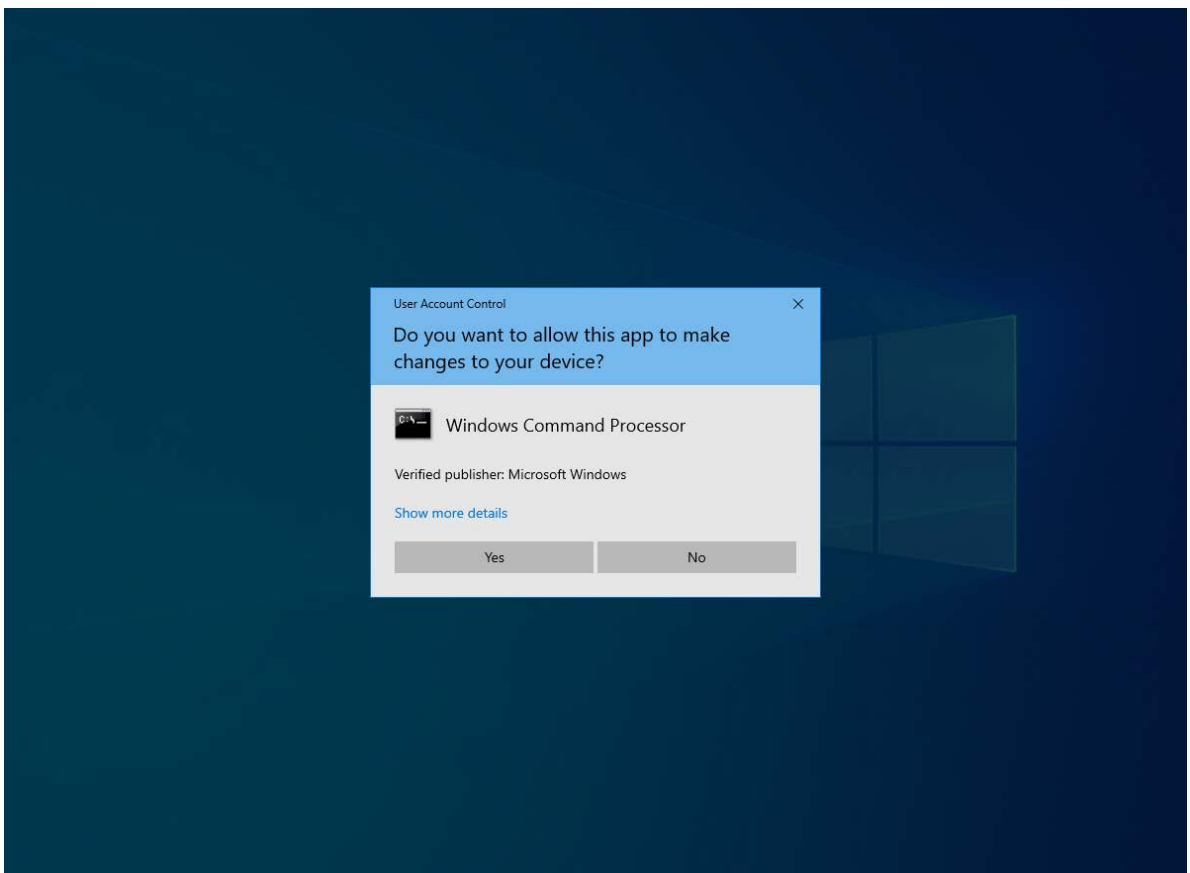
If you are not an MSU student or employee and would like to receive MSU ALERT notifications, you can subscribe to our NIXLE channel.

Text MSUALERT to 888777
Message and data rates may apply. Message

2. Double click the msualertwin.exe file and then click "Yes" to continue. If you are running an older version of Windows, you may need to click "Run" instead of "Yes".



3. Click "Yes" to complete the install



4. The installation is complete. When the application is running, an icon will appear in the right-hand side of the Windows taskbar. Right-clicking on the icon will display a menu; the status should indicate "Operational".

