Create and publish an AtHoc alert

12 steps to get you started
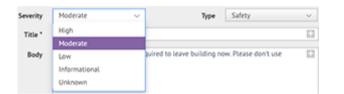
1. Create a new alert

Click **Create a Blank alert**.

Tip: *You can save time by making and using alert templates. For more information, see the [BlackBerry AtHoc Create and Publish Alerts User Guide](#).*

2. Choose the alert severity

You can customize the alert behavior for each severity level. For example, you can set a custom alert sound.

3. Choose the alert type

The alert type tells the user what the alert is about.

4. Add a message and response options

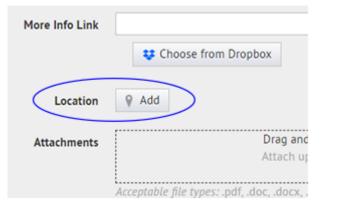Type a title and message body and add response options for the user.

5. Add a URL or attachment

If you want to, you can use the **More Info Link** and **Attachments** sections to give users additional information.

6. Send the alert to users in a specific

location

If you want to, you can click **Add** to define a location on the map.

7. Choose who will receive the alert

You can use the **Target Users** section to send the alert to the right users.
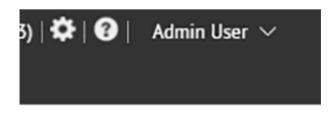
8. Choose which devices will receive the alert

Use the **Select Personal Devices** tab to choose how to send the alert. For example, you choose to send the alert ot the AtHoc app and to work email.

Tip: The Targeting Summary shows how many users can be reached with your current settings.
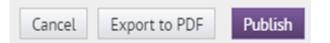
9. Set a start time and duration
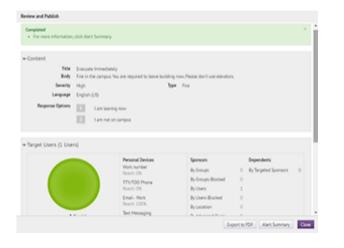
10. Click Review and Publish

11. Review the alert and click Publish

Tip: If you send an alert by mistake, you can send another alert to correct it.

12. That's it!

You have successfully published an AtHoc alert!

Go to the AtHoc home screen and click on the alert name under **Live Alerts** to continue following updates on user responses.

To learn more about publishing an AtHoc alert, see the *BlackBerry AtHoc Create and Publish Alerts User Guide*.

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