

Creating or Updating your MessageMe Profile

1

Click **Edit** in the “My Profile” section.

Emergency Notification System
MessageMe

Welcome John Harvard [Logout](#) [Home](#) [Events](#) [FAQs](#)

[? Help & Answers](#)

My Profile [Edit](#)

First Name: John
Last Name: Harvard
Time Zone: America/New_York

Mobile Phone (TXT): (617) 555-1212
Mobile Phone (TXT) 2: (617) 555-1313
Personal Email 1: jharv@gmail.com
Personal Email 2: jharv@yshoo.com
Phone for Voice Call: (617) 555-1616
Office Harvard Email: john_harvard@harvard.edu

My Information [Edit](#)

Campus Location: Cambridge/Allston Campus
School or Department: Harvard Law School

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2

Update the time zone to be (GMT -5:00) Eastern Standard Time (America/New_York).

3

Add your preferred contact information. If you have an international telephone, please choose the country where it is registered.

4

Click Save

Emergency Notification System
MessageMe

Welcome John Harvard [Logout](#) [Home](#) [Events](#) [FAQs](#)

My Profile

First Name: John
Last Name: Harvard
Time Zone: (GMT -5:00)Eastern Standard Time(America/New_York)

Here's how to contact me.

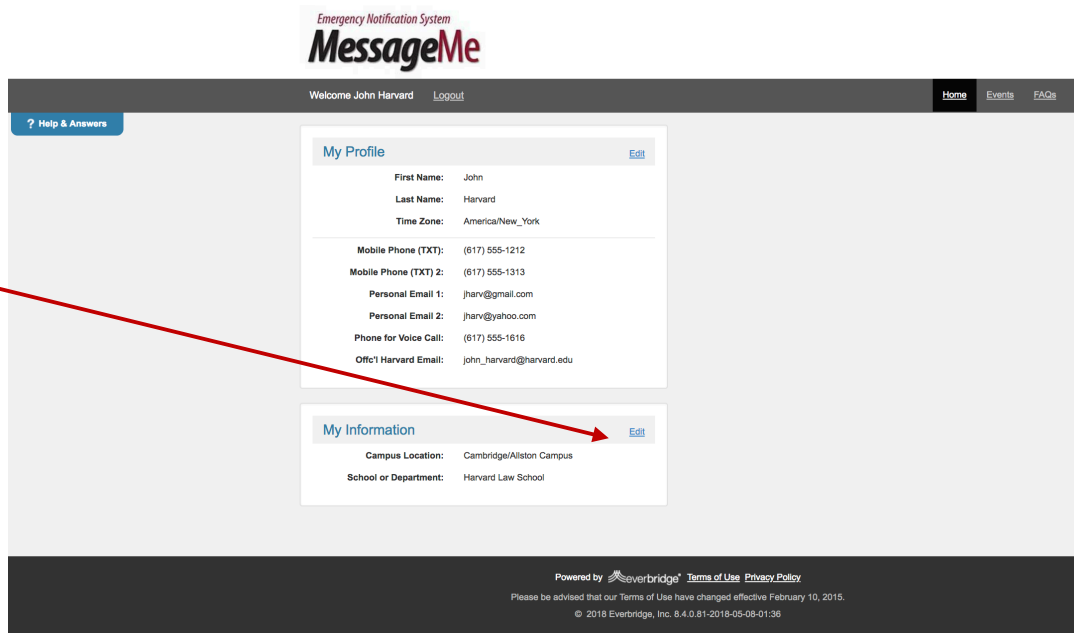
1) Mobile Phone (TXT) United States (617) 555-1212
2) Mobile Phone (TXT) 2 United States (617) 555-1313
3) Personal Email 1 jharv@gmail.com
4) Personal Email 2 jharv@yshoo.com
5) Phone for Voice Call United States (617) 555-1616
6) Office Harvard Email john_harvard@harvard.edu

[Save](#) [Cancel](#)

Note: You are not able to change your Official Harvard Email address here. If it is incorrect please see your local HR representative and request it be updated in the HR system.

5

Click **Edit** in the “My Information” section.



6

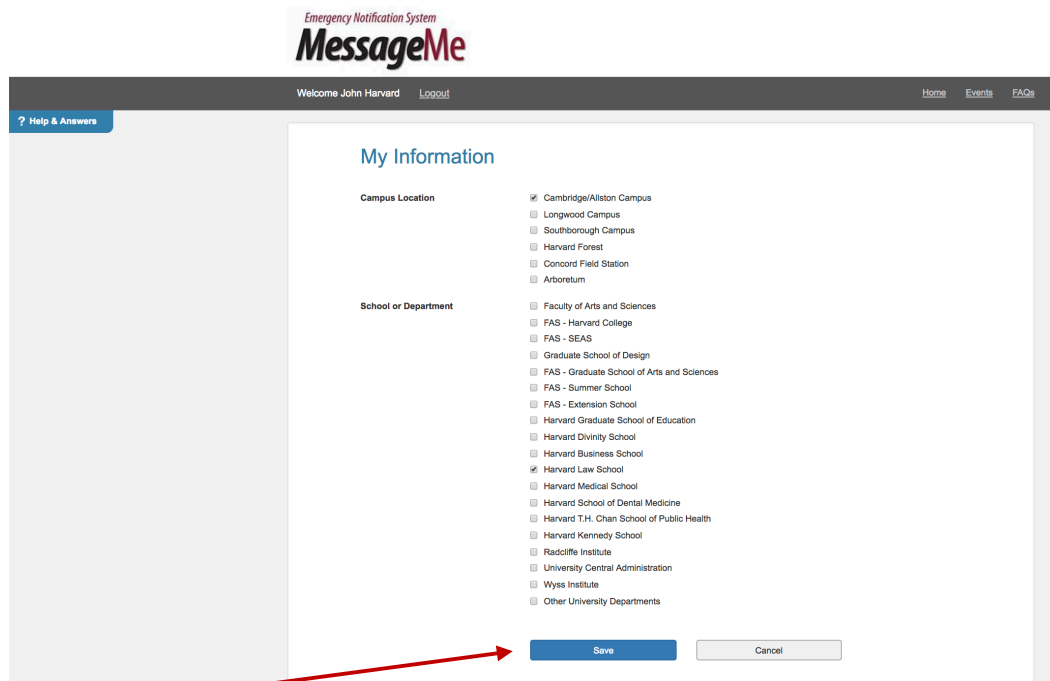
Check all the boxes that apply to you.

Campus location:

Choose a location or locations where you frequent most.

School or Department:

Choose the department(s) and/or school(s) you want to hear from for important information.



7

Click Save.

Notes:

In addition to alerts sent by the individual schools and departments, you will also receive any alert sent University wide.

If you no longer wish to receive alerts on your cell phone or personal email accounts, you may delete all contact information with the exception of your Official Harvard email address.

Need Help? Call the IT Service Desk at 5-7777 or visit huit.harvard.edu/ithelp

