

Editing the Agency Email Distribution List

LOCATER
Lost Child Alert Technology Resource

LOCATER Help: Agency Information | Law Enforcement Resources: [dropdown]

Default: Agency Information | View LOCATER User Guide | View LOCATER Tutorial

Country Agency Belongs To : United States | Language : English

Please enter your Locater ID number: (based on ORI) LOVA0000000

Please enter the name of your organization, department, or other identifier:
National Center for Missing & Exploited Children

Please enter the name of the person or department to contact in response to a poster:
LOCATER Program

Please enter the telephone number to call in response to a poster:
1-877-446-2632 ext. 6389

Please enter your 5 digit zip code:
22314

Please select the state/province where your agency belongs to:
Virginia

Buttons: Save, **Email**, Close

Default Agency Information

The Default Agency Information section contains your LOCATER ID, contact information, State, and Email information. This information can be edited and updated by the Agency in this section.

Click the **Web-based LOCATER** icon on your desktop. Select your Agency certificate and open LOCATER.

Go to the **LOCATER Help** menu. Click on the drop-down menu and select **Agency Information**.

Note: Your default contact information will appear. This information appears automatically on each LOCATER poster.

Click the **Email** button.

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Set Up E-Mail or Text Message Address for All Languages

Default E-mail: agencyemail@default.com

Use LOCATER Webmail as your Default E-Mail Address

agencyemail@default.com (E-Mail)	Delete
john_doe@anywhere.com (E-Mail)	Set as Default
sample@isp.net (E-Mail)	

E-Mail
 SMS Text Message

Add | Close

Distribution List

Delete/Add An Email Address

To **Delete** an email address from the distribution list, highlight the email address. Click the **Delete** button.

agencyemail@default.com (E-Mail)	Delete
john_doe@anywhere.com (E-Mail)	
sample@isp.net (E-Mail)	

Set as Default

To save the new email settings, click the **Close** button. Click **Save**. Click **Close** again to finish.

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Set Up E-Mail or Text Message Address for All Languages

Default E-mail: LOVA0000000@locaterposters.org

Use LOCATER Webmail as your Default E-Mail Address

agencyemail@default.com (E-Mail)	Delete
john_doe@anywhere.com (E-Mail)	Set as Default
sample@isp.net (E-Mail)	

E-Mail
 SMS Text Message

Add | Close

Distribution List

Set LOCATER WebMail as Default Email

To set your LOCATER WebMail address as your Default email address, check the “**Use LOCATER Webmail as your Default E-Mail Address**” checkbox.

Default E-mail: LOVA0000000@locaterposters.org

Use LOCATER Webmail as your Default E-Mail Address

Note: All posters will now go to your LOCATER WebMail account and a copy of all posters will be sent to the e-mail addresses displayed in the distribution list.

Click **Close**. Click **Save**. Click **Close** again to finish.

LOCATER HelpDesk 1-877-446-2632 ext. 6389 • Mon-Fri 9 AM - 6 PM EST

LOCATER HelpDesk Website • http://helpdesk.locaterposters.org