


Send an SOP Email

If needed, you can send emails to others in your organization with important SOP-related information. The email feature is available only on active dispatches with an associated SOP.

The screenshot shows the 'Email' tab in the SOP panel. It features a 'Send' button with an envelope icon. The 'To...' field is populated with 'southcampusdispatch@resolver.com;westcampusdispatc'. The 'Cc...' field is empty. The 'Subject' field contains 'Emergency alarm - URGENT'. The 'Message' field contains the text: 'The emergency alarm has been activated for the East Campus. Please send any available personnel to the East Campus emergency muster point to assist.'

The Email tab in the SOP panel.

To send SOP-related emails:

1. Open the **SOP** panel by:
 - Clicking the  icon in the **SOP** column of the **Dispatches** panel; or
 - Selecting the dispatch with an associated SOP in the **Dispatches** panel then clicking  **SOP** in the ribbon.
2. Click the **Email** tab.
3. Enter the recipient email addresses in the **To** and **Cc** fields as needed. If you're entering multiple email addresses, separate them with a semi-colon.
4. Enter a subject in the **Subject** field.
5. Enter a message in the **Message** field.
6. Click **Send**.

