How To Set Up Email Distribution of Bulletins

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Email Receipt of Bulletins

In addition to receiving APBnet bulletins in your APBnet InBox, you can receive copies of bulletins in your email. Also, an agency can have APBnet send bulletins via email to non-APBnet users via internal email lists the agency has on its email server/service.

If You use APBnet Software with an APBnet User Number on a Desktop/Laptop Computer

A copy of any bulletin delivered to your APBnet InBox can also be sent to your email. On the **Main Menu->My User Settings** screen, enter your email address in the second entry box from the bottom of the screen ("Optional: Send a copy…"). There are multiple choices on your APBnet User Settings screen that control which bulletins are placed into your APBnet InBox and therefore sent to your email as well.

For Personnel not using APBnet Software

Your agency can create up to 5 internal email lists on your agency's email server/service. The name of the email lists must contain the bold phrase in front of the "**@**" below in order for APBnet to properly distribute bulletins to the five lists. Once the internal email lists are set up, add the email addresses of your personnel to the appropriate lists. APBnet will send a single copy of bulletins to the appropriate list and your agency's email server/service will forward the bulletin to the individual email addresses in the internal list.

- **APBnet-Bulletins-All@***agencydomain*: email addresses in this internal list receive **All** bulletins.

- **APBnet-Bulletins-OfficerSafety@***agencydomain*: receives only **Officer Safety** bulletins.

- **APBnet-Bulletins-Crime@***agencydomain*: receives both **Crime** and **FYI Police Information** bulletins.

- **APBnet-Bulletins-Missing@***agencydomain*: receives only **Missing Person** bulletins.

- **APBnet-Bulletins-Other@***agencydomain*: receives only bulletins classified as **Other**.

Your agency's email expert creates the 5 internal email lists on your agency's email server/service, and someone in your agency maintains/updates the email addresses in the lists.

After the above 5 internal email lists are created and populated on the agency email server, enter the 5 above **APBnet-Bulletins-…..@***agencydomain* group email addresses into the APBnet address book:

1. On the APBnet Main Menu, click **Update/Display the Address Book**

2. Click **Update/Display Org-Geo Targets**

3. Select your **Organization Type**, **State**, **County** and **City** and click Next

4. Click **Update the Email Targets**. Displayed will be email addresses already in the list.

5. Click **Add Targets**. Enter the first agency Internal Email List email address in the space provided. Click Add. Similarly, optionally add the additional agency Internal Email Lists.