# Mobile

Information on InformaCast Mobile

- Add/Edit Users
- Informacast Mobile User Setup

# Add/Edit Users

Administrative staff and school security staff are set up in InformaCast Mobile in order to receive mobile notifications

Log in to Informacast Mobile

https://admin.icmobile.singlewire.com/icmobile/#/home

Use your Caledonia Google account for Single Sign On

Select Users from the Quick Links menu

Click on Create User to add anew user or Edit next to an existing user to edit that user

### Basic Information

- Name
- Email

### Registered Devices and Locations

- Add User Device
    - SMS
    - Phone Call
    - Email
- Check the Verify checkbox

Communication Preferences

- Subscribe to appropriate Distribution Lists

# Informacast Mobile User Setup

Informacast mobile is used by administrative staff and other special purpose recipients. We are licensed for 50 Informacast mobile users.

**Login** - Log in at: https://admin.icmobile.singlewire.com/icmobile/#/login

Use your CalSchools email address for Google SSO

## Add User

- Users
- Click on Create User in upper right to add a new users

**Basic Information**

- Name (First & Last)
- Email
  - Check Create an Email Device
  - Check Verify Email Device
  - Save

**Under Registered Devices and Locations**

- Add User Device
  - Device Type: SMS
  - Phone Number: District cell phone number
  - Name: Mobile
  - Enabled
  - Save
  - Verify Device Immediately: Check Verify Device
  - OK

Add additional mobile numbers for SMS, phone number for voice calls, and additional email addresses

**Communication Preferences**

Subscribe to Distribution List

- Add Mobile group membership based on position
  - Mobile-Admin All
  - Mobile-[BLDG]

**Security Tab**

**Security Information**
*Enter lockdown notifications the user can initiate by selecting Security Group*

- Assign to Security Group
- [BLDG}-Lockdown
- Save