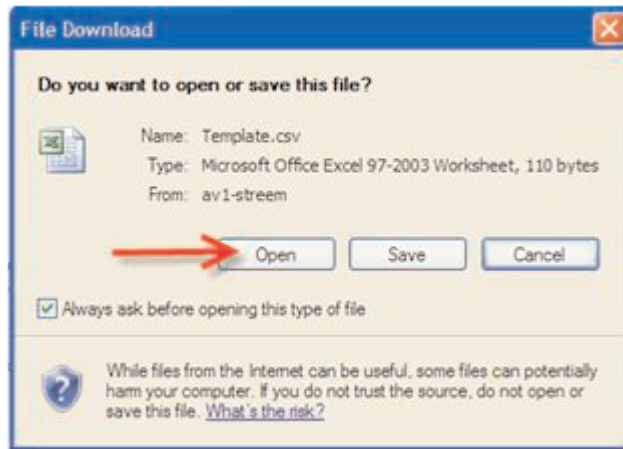


## Stream Alert Recipient Lists Creating and Maintaining Lists Outside of Stream Alert

Cleo's Stream Alert allows users to create and maintain recipient lists outside of Stream Alert. Lists are then imported as needed for broadcasts but are not stored in the Stream Alert system.

Begin by using the Stream Alert Recipient Import Template. This can be obtained on the Stream Alert Recipient page (step 3 of broadcast) or a link can be found on the Help Tab under 'Recipients'.

Open the template file.



Copy and paste the headers on the template to a new Excel spreadsheet.

Add recipient information. First name, last name and at least one method of distribution for each recipient. Be sure to save the file in .csv (comma delimited) format for importing to Stream Alert.

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Phone1	Phone2	Phone3	Phone4	Cell1	Cell2	Fax1	Fax2	Email1
2	Mary	Smith	8152825555				8152825557		8152825559		msmith@abc.com
3											