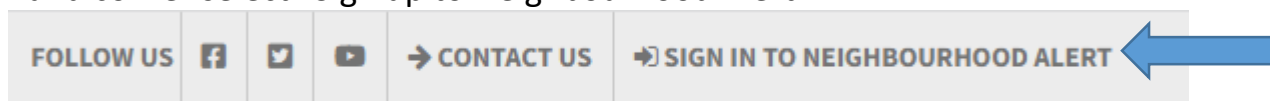


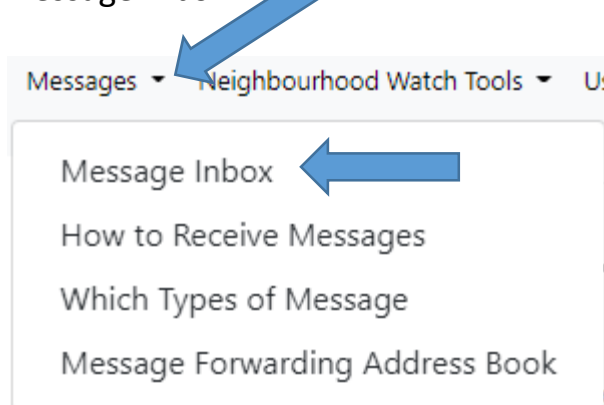
Forwarding an Alert to a Recipient List

1. Go to our website, www.neighbourhoodwatchscotland.co.uk, and from the top right hand corner select “Sign up to Neighbourhood Alert”

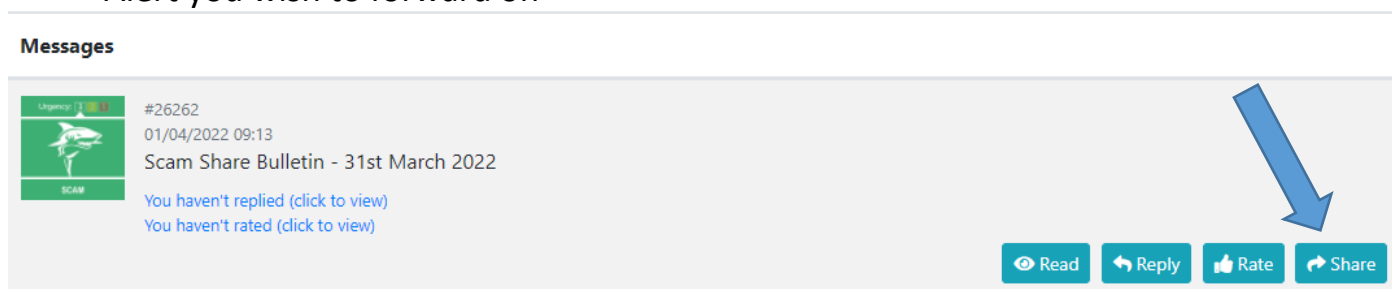


Or input the following web address into your browser,
<https://members.neighbourhoodwatchscotland.co.uk/Login>

2. From the top toolbar, click on the arrow beside “Messages”, you should now select “Message Inbox”



3. You will now see Alert messages you have received. Click “Share” reflective to the Alert you wish to forward on



4. Click Share via Email

Share via Email



Share via Email

5. You will now be able to share the messages by selecting a Group(s) you have created, or by selecting people individually. See diagram and arrows below.

You will see, as an example, I have selected my Group as well as an individual.

Once you have the relevant Group(s) and people selected, click on the blur bar, “Add Note & Share With Selected”.

Share message "Scam Share Bulletin - 31st March 2022"

[Back to share options](#)

Available Groups

[To create groups, click here](#)

Search groups...

☒ Example Neighbourhood Watch (1 person)

Available People

[To add people, click here](#)

Search people...

☒ Test User 1 (info@neighbourhoodwatchscotland.co.uk)

Add Note & Share With Selected



Scam Share Bulletin - 31st March 2022

The recent Scam Share Bulletin from Trading Standards Scotland includes the

6. You can now enter a message prior to forwarding onto your members.

Once you have compiled your message click "Share Message".

Are you want to share this message

Please confirm sharing this message if you would like to include a note when you share the message please enter it below.

Please find details within this weeks ScamShare Bulletin

Cancel

Share Message

7. The following screen will appear confirming the forwarded message has been sent:

Message shared

This message is sending to selected groups/people.

OK