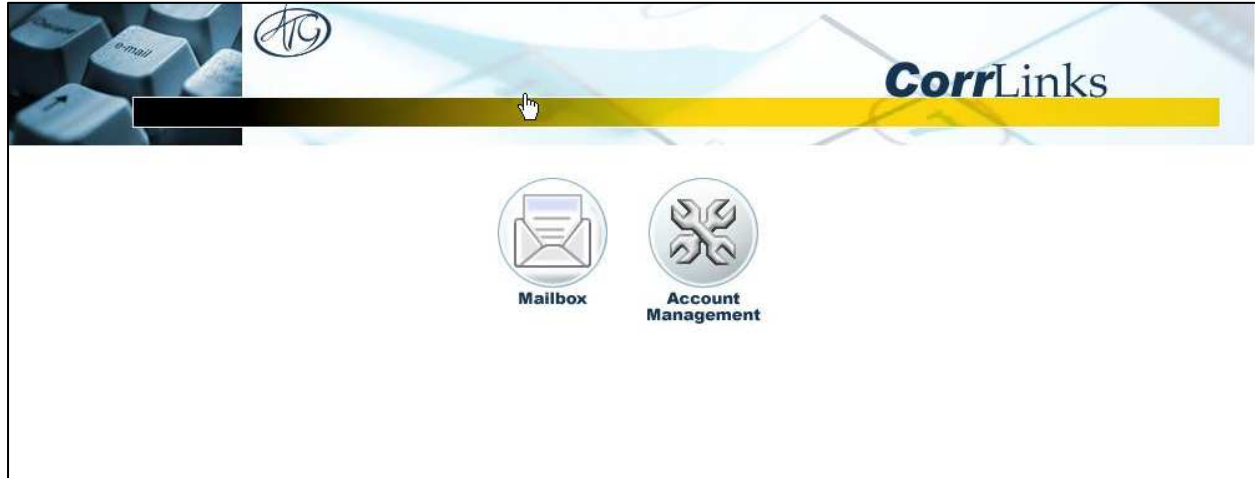
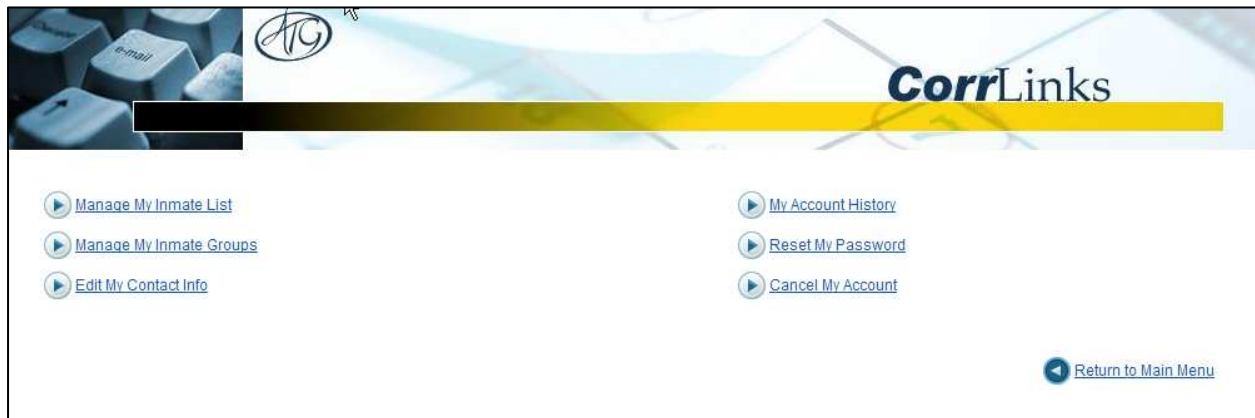


## How to Create an Email Alert

After you login you will come to Control Panel




Click the link that says Account Management. A new menu screen will appear.



At this menu you can changes to your account. If you have not established an email address you will need to click the Edit My Contact Info link and add your email address.

If you are satisfied with your email address and want to set the alert click on the Manage My Inmate List link.



**CorrLinks**

### Manage My Inmate List

To add new inmates, first select the Correctional Agency, then enter their inmate number or enter your identification code.

Correctional Agency:

Signing up for a BOP inmate?  
[Click Here](#)

Subscribed Inmates

<a href="#">Correctional Agency</a>	<a href="#">Institution</a>	<a href="#">Inmate #</a>	<a href="#">Name</a>	Email Alert	
Federal Bureau of Prisons	BOP INST	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<a href="#">BLOCK</a>

[Return to Account Management Menu](#)

This is the page where you can create the email alert. I have blacked out the name and ID of the person who I am emailing, but you will receive a list of each person who is on your list. To add an email alert you simply want to click the check box that is the right of their name. You can see here that I have this checked already.

Once you have clicked the check box all you have to do is to click the [Return to Account Management Menu](#) link and you are done.

Voila, you have set your alert!!!