SSS Emergency Recall Phone Tree

How to Save to Your Email Contacts

Instructions:

1. Create a “**New Contact**” in your Outlook Contacts
2. Name it: **SSS Disaster Plan**” or something you like
3. Enter in the Web address LINK (see below) into the field called “**Web page address:**”
4. Click on “**Save & Close**” button at top left corner
5. On your phone
	1. go to contacts
	2. find this new contact
	3. open the new contact
	4. on the contact page;  Tap on “home page” hyperlink – it will open the Excel spreadsheet via internet: “**SSS Emergency Recall Phone Tree**”

**Web address LINK-** This web link points to our SSS Oncall resource web site (cut and paste):

<http://www.mc.vanderbilt.edu/documents/sssoncallmanual/files/SSS_Disaster_Plan_2_26_15.docx>

