

## How to save your messages

At the end of the SET or any emergency, you must forward all your messages (traffic) to your EC.

The first thing you want to do is go to your desktop and make a folder, (right click, point to new, Folder) name it ICS Message Forms.

By putting your folder on the Desktop makes it quicker to open that folder when you need to look at a message.

All your messages after you send them are put in your "Sent folder" in the Message Pane, this folder saves all your messages till you delete them. Do not delete till you save them.

Go to the Sent Folder to save these messages.

Double click on each message to open it, click Print, now your message shows up in your Windows Internet Explorer.

Go to the page tab and click "Save As". Now go to "Save as type" and save as Text File (\*.txt).

When the save in window opens point to your folder that you created on your desktop, name the file by its subject and date and click save.

When you have saved all your messages, you now have a complete back up of your messages.

Go to that folder and High Light all and copy and paste in your e-mail to send to your EC.

I would not send more than 5 at a time.