E-Mail Testing

(Be sure to save this template to your own desktop when you fill in the information.)

How to conduct an e-mail test:

Create or choose an e-mail address for the test.

Record it here:

- Alert network members that you'll be conducting a test

- Give instructions for their response

- Plan a test message that is relevant and brief

- Send the message through your compiled listserv (or other e-mail list)

- Ask the network members to respond to the e-mail or get in touch with you to let you know whether or not they received the message to determine if the network works or does not work

- Record results

Consider linking this with the Health Alert Network in your state.