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.