Purpose: This document outlines the steps how to send ad hoc notification within Knowledge Link. Ad hoc notices can be used in addition to the stand system notifications that are automatically sent to users.

Send Ad Hoc Notification from Scheduled Offerings
1. Open the Scheduled Offering in Knowledge Link.
2. Under Actions, select Send Notification.
3. To refine the population receiving the notification, you can choose from the drop down list. Select Next.
4. Add and remove users to criteria (this is optional - skip if you do not have any users to add or remove).

   A. Add a user by clicking on **Add one or more from list**, to search and select user(s).
   B. Check the box next to the user name you want to remove. Select **Apply Changes**.
   C. Select **Next**.

5. Complete the message fields.
   - Enter “From” email
   - Enter “Subject” and “Body”
   - Click **Send Notification**.

6. Select **OK**