**Maintaining the MicNova Guest Roster and Guest Welcome Procedures**

Login to **Bivio**

Select **micnova** from **Select site** dropdown list (upper right corner)

* Select **Communications/Files/Public**
* Scroll to the bottom and Select [Welcome Info for Mtgs and Guests](https://www.bivio.com/micnova/files?expand=37818900003%2C290158400003)
* Download **Bivio eMail** **and MicNova Welcome eMail** files

Select **micnovaguests** from **Select site** dropdown list (upper right corner)

* Select **Invites**
* Select **Invites Guests**
* Paste **Bivio email** contents into the **Message box**
* Enter Guest email in **Email box**
* Select **OK**

Sign on **your email**

* Enter Visitor email address
* cc: MicNova President, VP and others as needed
* Paste **MicNova Welcome eMail** contents into body of email
* Modify email text as needed
* Verify links are still valid
* Send
* Follow-up as appropriate