Alerts

Set up alerts for various information to learn about changes in which you are most interested. Set up an alert for a **list**, **library**, **folder**, **file**, or **list item**. For example, set up an alert for a folder in a library, without receiving alerts when changes occur to the rest of the library.
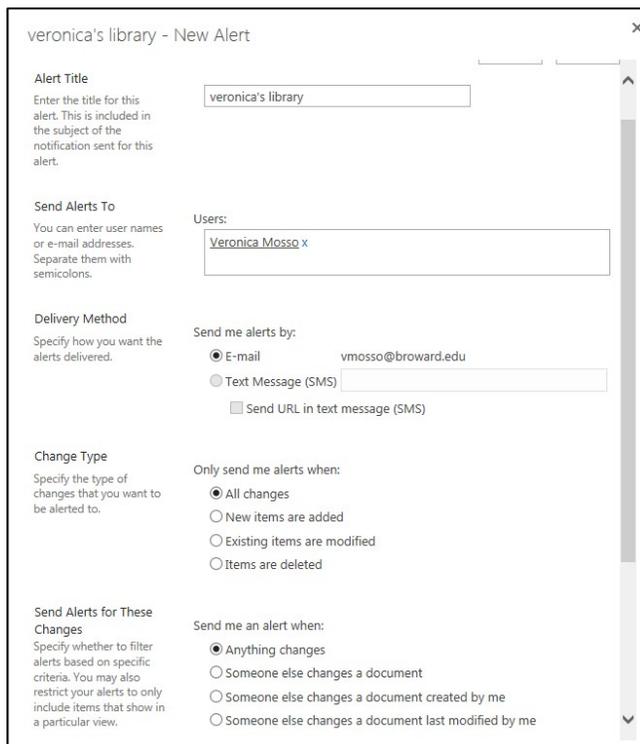
Set up alerts for different types of changes; every change or only changes that occur to the files you created. Set up the **delivery method** for alerts so they appear in your e-mail inbox or as text messages on your mobile phone.

Create an alert for a list or library

1. You must be in your library.
2. Check mark a specific document. Click on the **Library** tab in the ribbon and then on **Alert Me**. The **Alert Me** button will display two options: **Set alert on this library** and **Manage My Alerts**.
3. Click on the **Set alert on this library**.
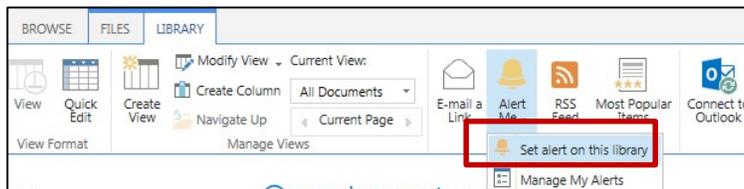
4. Change the title (optional). The title appears in the subject line of the alert e-mail message and is also used for managing alerts.
5. Select the Delivery **Methods** for your alerts.
6. **Change Type** - choose the types of changes for which you want to be notified.
7. **Send Alerts for These Changes** - specify when to be alerted.
8. **When to Send Alerts** - choose how frequently you want to receive the alerts.
9. Click **OK**.

## Create an alert for a folder, file, or list item

1. Select the list or library where the folder, file, or list item is located.
2. Click on **Set alert on this library**.
3. Change the title (optional). The title appears in the subject line of the alert e-mail message and is also used for managing alerts.
4. Select the Delivery **Methods** for your alerts.
5. **Change Type** - choose the types of changes for which you want to be notified.
6. **Send Alerts for These Changes** - specify when to be alerted.
7. **When to Send Alerts** - choose how frequently you want to receive the alerts.
8. Click **OK**.

View my alerts on a site

1. Click on the **Alert Me** icon located within the Page tab in the **Share & Track** group.

2. Click on **Manage My Alerts**.
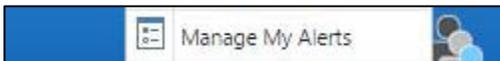
Change my alert settings

1. Click on the **Alert Me** icon located within the Page tab in the **Share & Track** group.

2. Click on **Manage My Alerts**.

3. Click the name of the alert that you want to change.

4. On the Edit Alert page, change the settings that you want to change.
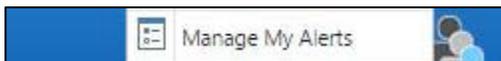
5. Click **OK**.

 TIP: When you receive an e-mail alert, you can click the link to see alert information on the site.
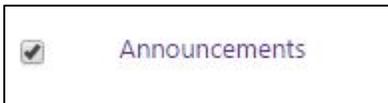
Cancel an alert for myself

1. Click on the **Alert Me** icon located within the Page tab in the **Share & Track** group.

2. Click on **Manage My Alerts**.

3. Select the check box next to the alert that you want to cancel.

4. Click **Delete Selected Alerts**.

5. When you are prompted to confirm the deletion, click **OK.**