

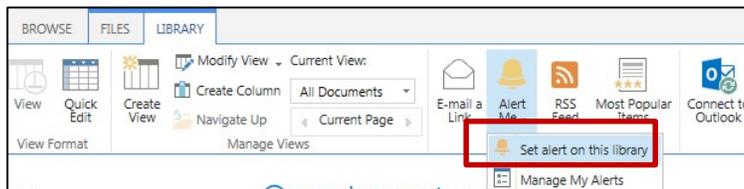
Alerts

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.

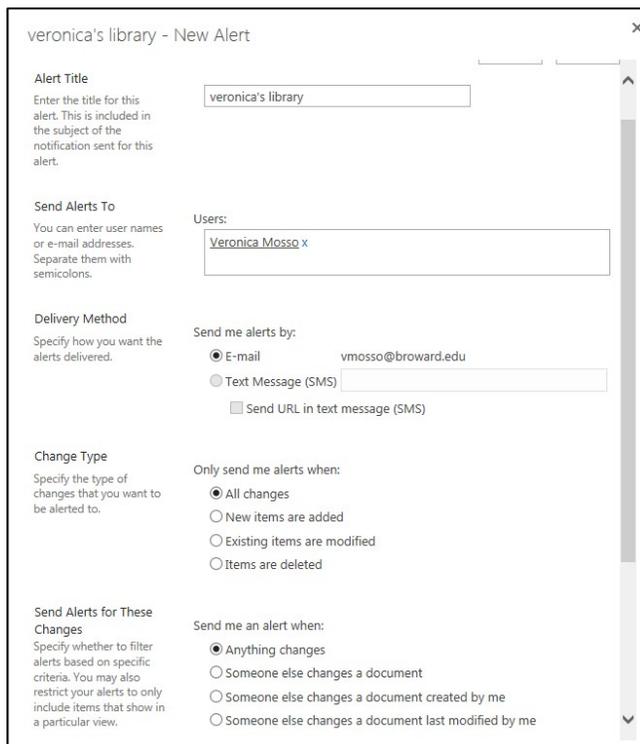
Set up alerts for different types of changes; every change or only changes that occur to the files you created. Set up the **delivery method** for alerts so they appear in your e-mail inbox or as text messages on your mobile phone.

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**.

A screenshot of a dialog box titled 'veronica's library - New Alert'. The dialog box is divided into several sections:

- Alert Title:** A text box containing 'veronica's library'.
- Send Alerts To:** A section with a 'Users:' label and a text box containing 'Veronica.Mosso x'.
- Delivery Method:** A section with 'Send me alerts by:' and three radio button options: 'E-mail' (selected), 'Text Message (SMS)', and 'Send URL in text message (SMS)'. The 'E-mail' option has a text box next to it containing 'vmosso@broward.edu'.
- Change Type:** A section with 'Only send me alerts when:' and three radio button options: 'All changes' (selected), 'New items are added', 'Existing items are modified', and 'Items are deleted'.
- Send Alerts for These Changes:** A section with 'Send me an alert when:' and four radio button options: 'Anything changes' (selected), 'Someone else changes a document', 'Someone else changes a document created by me', and 'Someone else changes a document last modified by me'.

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

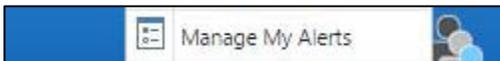
1. Select the list or library where the folder, file, or list item is located.
2. Click on **Set alert on this library**.
3. Change the title (optional). The title appears in the subject line of the alert e-mail message and is also used for managing alerts.
4. Select the Delivery **Methods** for your 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.

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Announcements

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:

E-mail

Text Message (SMS)

Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.

Only send me alerts when:

All changes

New items are added

Existing items are modified

Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

Anything changes

Someone else changes an announcement

Someone else changes an announcement created by me

Someone else changes an announcement last modified by me

An announcement with an expiration date is added or changed

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Send notification immediately

Send a daily summary

Send a weekly summary

Time:

Wednesday 2:00 PM

5. Click **OK**.

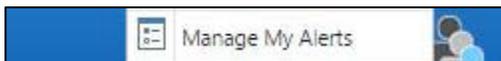
TIP: When you receive an e-mail alert, you can click the link to see alert information on the site.

Cancel an alert for myself

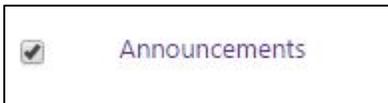
1. Click on the **Alert Me** icon located within the Page tab in the **Share & Track** group.



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**.

