

Indiana State University
College of Health and Human Services

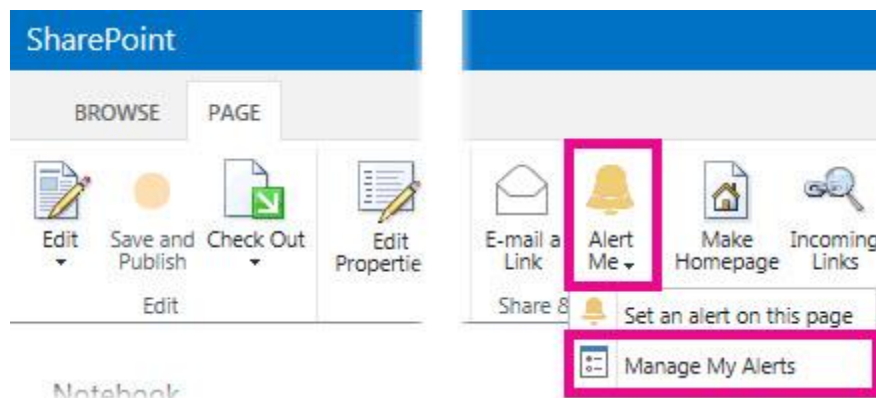
Setting an Alert in Sharepoint

Alerts are notifications of changes to content on a site that you receive as e-mail messages or text messages to your mobile phone, depending on how your site is configured.

You can use the Manage Alerts on this Site page to view and cancel alerts, or to change the settings for your alerts. If you have permission to manage a site, you can also view and cancel alerts for other people.

- a. To view your alerts from a page on the site, click **Page > Alert Me > Manage My Alerts**. (Choose Set Alert if you have not previously set any alerts)

Note: From a library or list, click **Library** or **List** (instead of **Page**) to find the **Alert Me** button. The exact names of the tabs vary if you are in a specialized list, such as a tasks list or calendar list. For example, a calendar list has **Events** and **Calendar** tabs where you can find the **Alert Me** button.



- b. Click the name of the alert that you want to change.
- c. On the Edit Alert page, change the settings that you want to change, and click **OK**. See example below:

Alert Title

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

Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

E-mail

Rhonda.Reed@indstate.edu

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 a document

Someone else changes a document created by me

Someone else changes a document last modified by me

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 9:00 PM

Delete

OK

Cancel