

HOW DO I SET UP AN ALERT TO SEND ME AN UPDATE?

PROBLEM STATEMENT

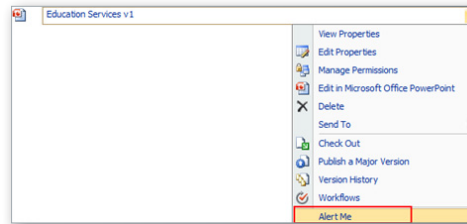
When working on projects with other team members it can be frustrating waiting to know if a document has been updated.

SOLUTION

Using alerts in SharePoint enables you to be automatically updated when a change has been made. This tip concentrates on documents but alerts can be added to any lists or items.

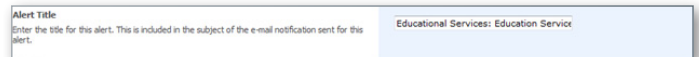
STEP 1

Navigate to the document which you would like to add the alert on and from the drop down menu select Alert Me.




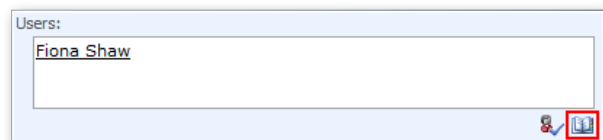
STEP 2

The alert setting page will open to enable you to set up the alerts as you require them. The first step is to add in the Alert Title, this is the title which will appear in the subject of the email when the alert is sent.



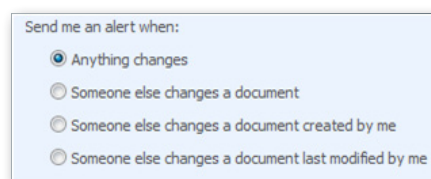
STEP 3

Add the users who you want to receive the alert. You will be added automatically so if you need to add in other users click on the  and search for other intranet/portal users.



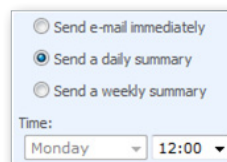
STEP 4

Select the type of change you wish to be alerted about. There are four options and you can select one of these options.



STEP 5

Final step is to select the frequency of how often you want to be alerted.



STEP 6

Click  to save the alert.

ADVICE

At first you will set up many alerts but most of us receive enough emails as it is, we would recommend setting alerts a frequency of daily or weekly at the most.