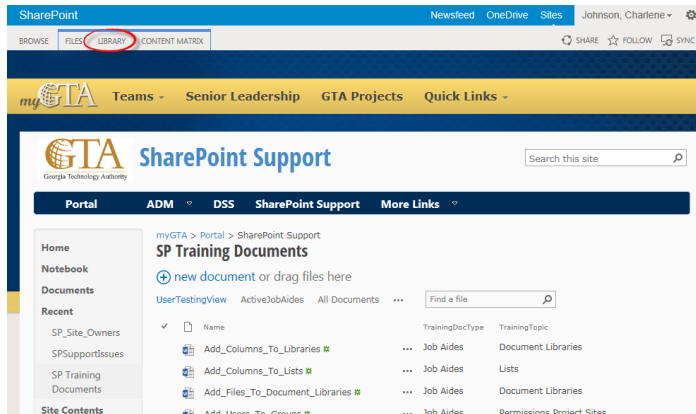


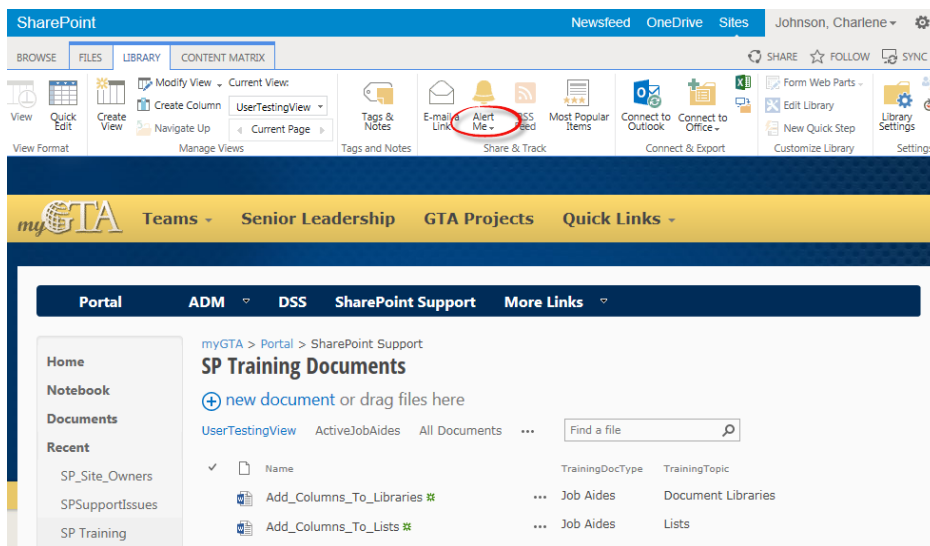
Set Up Alerts

SET UP AN ALERT

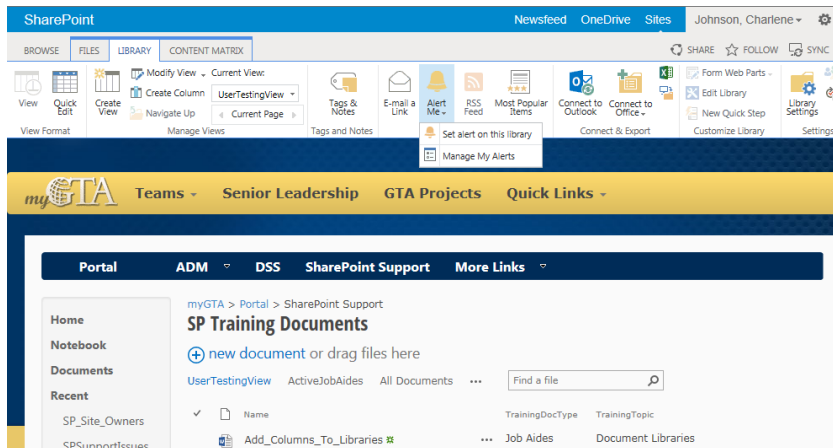
1. Navigate to the list or library and click the **List** or **Library** tab



2. From the ribbon, click **Alert Me**

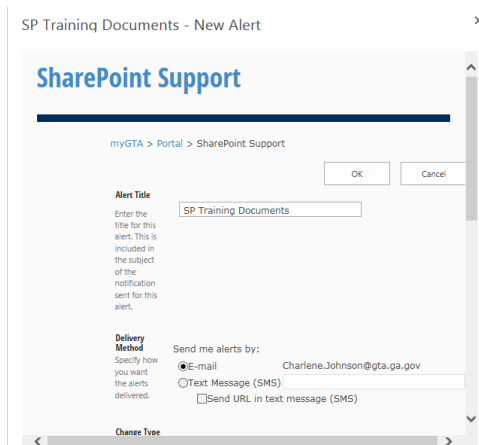


- On the Alert Me drop down, select the alert you want, e.g. select **Set alert on this library**.



- In the **New Alerts** box, enter the alert information e.g. the **Change Type**, **When to Send Alerts**, etc.

Then click **OK**.



- You will receive email confirmation that the alert is set-up

