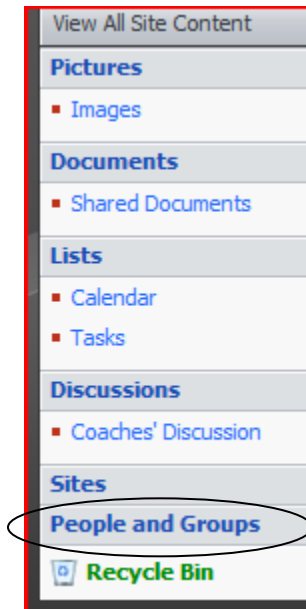


SharePoint - Creating Alerts

When you create an alert, you will be sent an email message when items are changed, added or deleted.

1. Click the **People and Groups** link on the left hand side of the site.



2. Click your **User Name**.
3. Click the **My Alerts** shortcut.
4. Click the **Add Alert** shortcut.
5. **Select the list or library you want to create an alert for.** Note: you can only select one list or library at a time.
6. Click the **Next** button.
7. Select **Options** for the alert. You can get pretty detailed here if you want to. If you are not sure what you want, I suggest you keep the defaults. You can always edit your alert later.
8. Click the **OK** button when you are finished.
9. To add additional alerts, click Add Alert and follow steps 5-8.