# Alerts

Setting alerts on lists, pages, workflows, document libraries, and more, makes it easier to track updates and changes in content while also reminding you of tasks you may have forgotten!

## Set a new alert

1. Locate and select the list or library to set the alert for.
2. Click the List or Library tab.
3. In the Share & Track group, click the Alert Me dropdown.
4. Select Set An Alert On This Library.
5. Note that this option name will change depending on the application used.
6. In the Alert Title field, enter a title for the alert.
7. In the Send Alerts To field, enter the appropriate name or email address.
8. Select the appropriate name.
9. In the Delivery Method area, select the appropriate radio button.
10. In the Change Type area, select the appropriate alert option radio button.
11. In the Send Alerts For These Changes area, select the appropriate alert option radio button.
12. To specify a date and time to receive alerts, locate the When to Send Alerts area.
13. To receive alerts right away, select the Send Notification Immediately radio button.
14. To receive alerts once a day, select the Send A Daily Summary radio button.
15. To receive alerts once a week, select the Send a Weekly Summary radio button.
16. Note that if you choose to receive a summary daily or weekly, you will be asked to specify a day and time.
17. Select the appropriate day and time.
18. Click OK.

## Delete an alert

1. From the site page, click the Settings icon.
2. Select Site Settings.
3. In the Site Administration area, select User Alerts.
4. In the Display Alerts For dropdown, select the appropriate user.
5. Click Update.
6. In the My Alerts On This Site area, select the appropriate alert checkbox.
7. Click Delete Selected Alerts.
8. Click OK.

## Set an alert on a task

1. In the left navigation pane, select Site Contents.
2. Click the appropriate Task List.

*If you need more help, please reach out to your division's FSSA Super User or send an email to [SharepointRequests@fssa.in.gov](mailto:SharepointRequests@fssa.in.gov) with a description of your issue.*

3. Click the appropriate task.
4. In the Actions group, click Alert Me.
5. In the Alert Title field, enter the appropriate title.
6. In the Send Alerts To field, enter the appropriate name or email address.
7. Select the appropriate name.
8. In the Delivery Method area, select the appropriate radio button.
9. In the Send Alerts For These Changes area, select the appropriate radio button.
10. In the When To Send Alerts area, select the appropriate radio button.
11. Click OK.

## Create an alert when content changes in a list

1. In the left navigation pane, select the appropriate list.
2. From the top link bar, click the Other Things You Can Do With The Selected Items icon.
3. Select Alert Me.
4. In the Send Alerts For These Changes area, select Anything Changes.
5. Click OK.

## Create an alert for a page

1. In the left pane, click Pages.
2. Under Site Pages, select the checkbox of the page you want to create an alert for.
3. Click the Other Things You Can Do With The Selected Items icon.
4. Select Alert Me.
5. In the Alert Title field, enter the appropriate name.
6. In the Send Alerts To field, enter the appropriate user name.
7. In the Send Me Alerts By area, select the appropriate delivery method radio button.
8. In the Send Me An Alert When area, select the appropriate radio button.
9. In the When To Send Alerts area, select the appropriate radio button.
10. When finished, click OK.

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