

# Microsoft SharePoint

## Managing SharePoint Alerts



### Introduction

E-mail alerts can be generated any time the contents of a list change, whether it be that an item has been added, deleted, or modified. All users have the capability of adding their own alerts. Site owners additionally have the ability to create alerts for others using the SharePoint site.

### Creating a New Alert

Create an alert for an individual area.

1. Go to the list/library for which you wish to be alerted.
2. Click **Actions** menu (Fig 1, 1)
3. Select **Alert Me** (Fig 1, 2)
4. Give your alert an **Alert Title**.
5. Select the **Options** for the alert.
6. Click **Ok**.
7. You will receive an initial alert informing you that an alert has been created.



### Managing Your Existing Alerts

Make changes your existing alerts or delete existing alerts.

1. Left-click the **Welcome your-name** menu in the upper right corner of the SharePoint site.
2. Select **My Settings**.
3. Click **My Alerts**.
4. To modify an alert, simply click the alert name.

You can also delete alerts here by selecting the alert and clicking **Delete Selected Alerts**.

### Creating Alerts for Others

If you are a site owner you can create alerts for team members.

1. Complete steps 1-5 in Creating a New Alert (above).
2. For the recipient field, enter the name(s) of the other recipients and make sure they resolve properly (by clicking the checkmark icon); if they don't fully resolve (have a red line beneath them), click the name and choose from one of the options listed.
3. Click **OK**.
4. The recipient(s) will receive an initial alert informing them that an alert has been created.