

# SharePoint Alerts

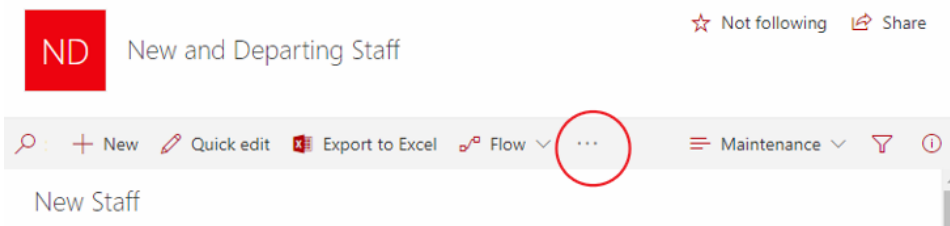
SharePoint Alerts can notify you when there are additions or changes to a SharePoint List or Document Library. Use these instructions to manage your alerts.

 SharePoint alerts settings are individual for each SharePoint List or Document Library.

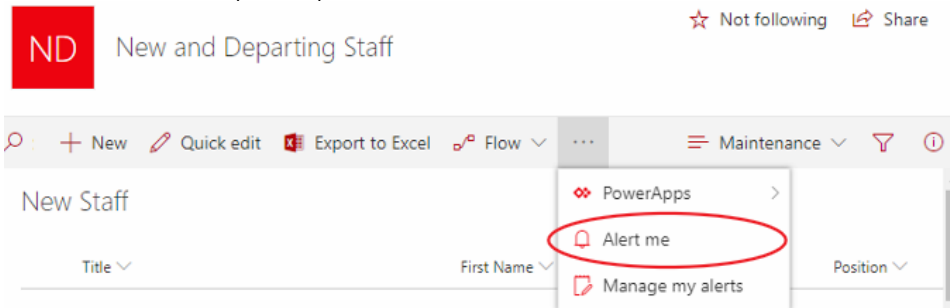
- [Subscribing to New Alerts](#)
- [Managing New Alerts](#)
  - [Editing Alerts](#)
  - [Deleting Alerts](#)
- [Related articles](#)

## Subscribing to New Alerts

1. Open the site and navigate to the desired SharePoint List or Document Library.
2. Click the three dots in the ribbon.



3. Select 'Alert Me' in the drop down options.



4. Enter an appropriate 'Alert Title' and ensure the 'Delivery Method' is set to 'Email'.

Alert me when items change

Alert Title  
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Delivery Method  
Specify how you want the alerts delivered.

Send me alerts by:

☒ E-mail  
☐ Text Message (SMS)  
☐ Send URL in text message (SMS)

OK Cancel

5. To limit number of emails, selecting the 'Change Type': 'New items are added' is recommended. Otherwise, select the 'Change Type': 'All changes'.

Change Type  
Specify the type of changes that you want to be alerted to.

Only send me alerts when:

☐ All changes  
☒ New items are added  
☐ Existing items are modified  
☐ Items are deleted

6. Leave 'Send Alerts for These Changes' on 'Anything changes'.

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

- ☒ Anything changes
- ☐ Someone else changes an item
- ☐ Someone else changes an item created by me
- ☐ Someone else changes an item last modified by me
- ☐ Someone changes an item that appears in the following view:

Maintenance ▼

7. To ensure you remain up to date with SharePoint, 'When to Send Alerts': 'Send notification immediately' is recommended. Otherwise, select 'Send a daily summary'. Once you have chosen one of these two click OK.

When to Send Alerts

Specify how frequently you want to be alerted.  
(mobile alert is only available for immediately send)

- ☒ Send notification immediately
- ☐ Send a daily summary
- ☐ Send a weekly summary

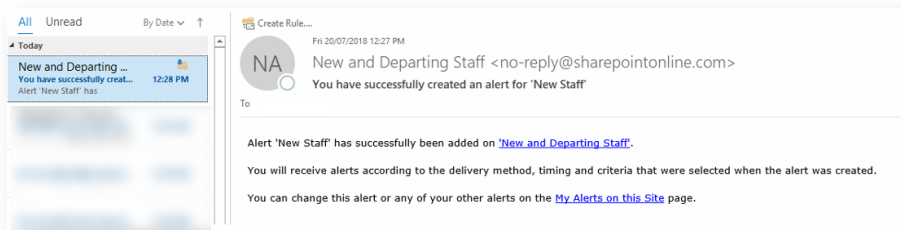
Time:

Thursday 6:00 PM

OK

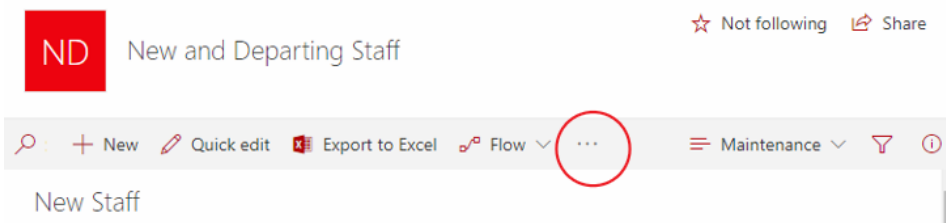
Cancel

8. You have now set up alerts for your SharePoint site!  
You'll also be sent a confirmation email as evidence.

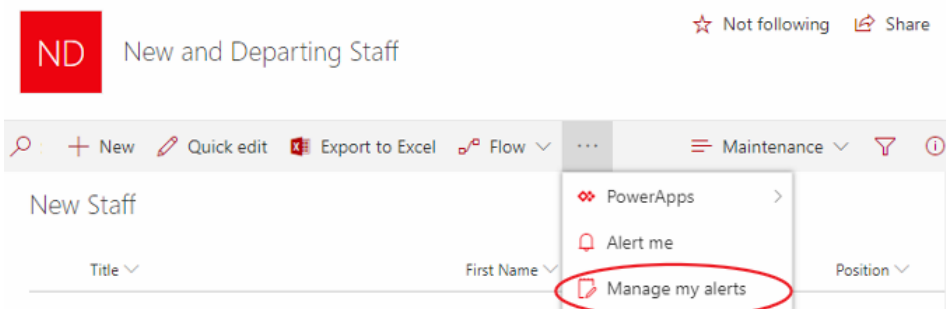


## Managing New Alerts

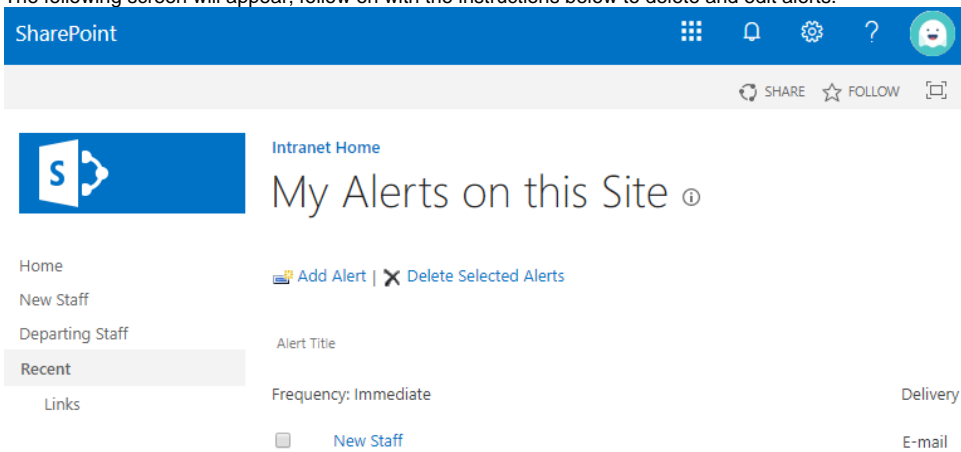
1. Open the site and navigate to the desired SharePoint List or Document Library.
2. Click the three dots in the ribbon.



3. Select 'Manage my alerts' in the drop down options.



4. The following screen will appear, follow on with the instructions below to delete and edit alerts.



SharePoint

Intranet Home

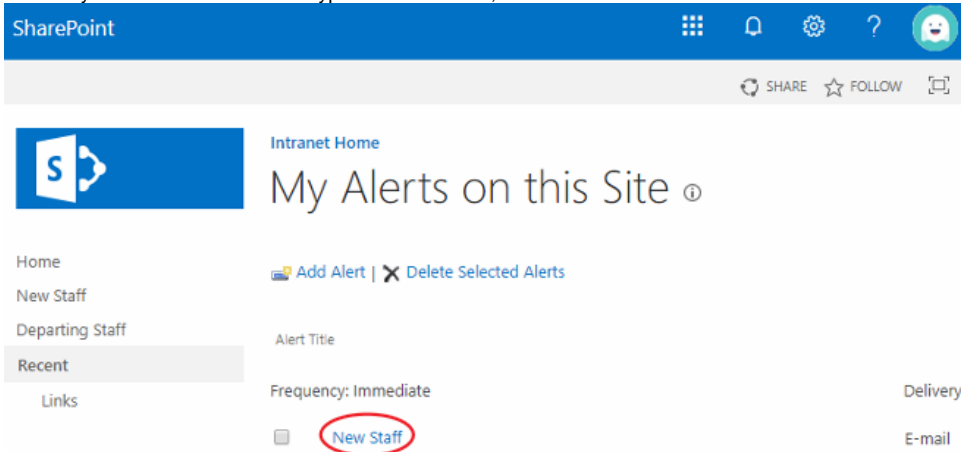
## My Alerts on this Site

[Add Alert](#) | [Delete Selected Alerts](#)

Alert Title	Frequency	Delivery
<input type="checkbox"/> New Staff	Immediate	E-mail

## Editing Alerts

1. Click on your desired Alert via the hyperlinked blue text,



SharePoint

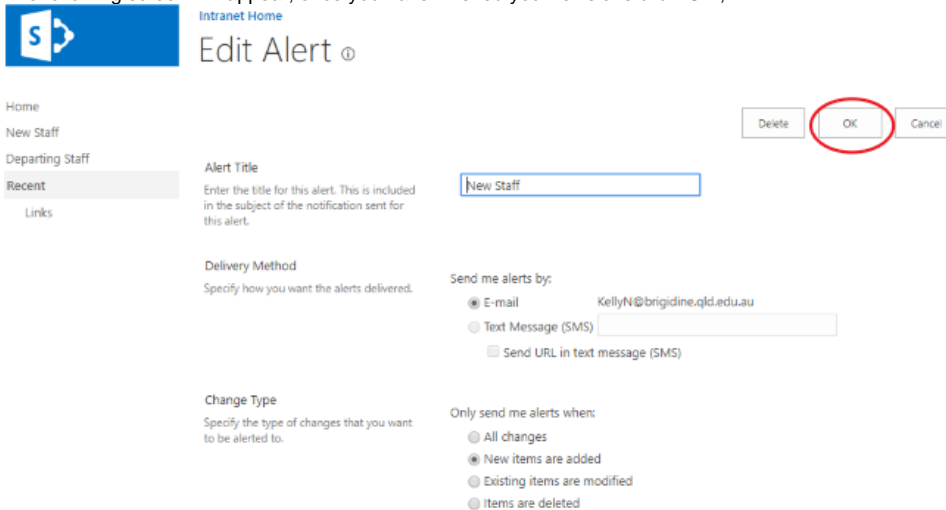
Intranet Home

## My Alerts on this Site

[Add Alert](#) | [Delete Selected Alerts](#)

Alert Title	Frequency	Delivery
<input type="checkbox"/> <a href="#">New Staff</a>	Immediate	E-mail

2. The following screen will appear, once you have finished your revisions click 'OK',



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## Edit Alert

[Delete](#) [OK](#) [Cancel](#)

Alert Title

Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

☒ E-mail

☐ Text Message (SMS)

☐ Send URL in text message (SMS)

Change Type

Specify the type of changes that you want to be alerted to.

Only send me alerts when:

☐ All changes

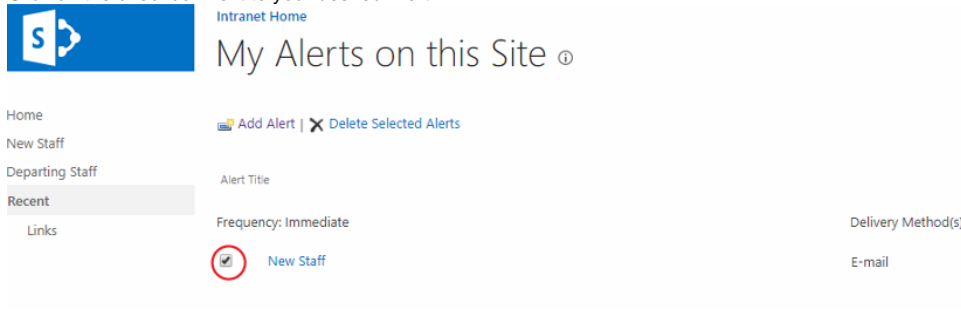
☒ New items are added

☐ Existing items are modified

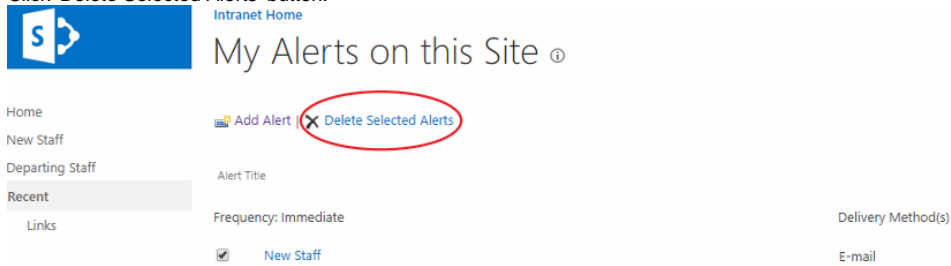
☐ Items are deleted

## Deleting Alerts

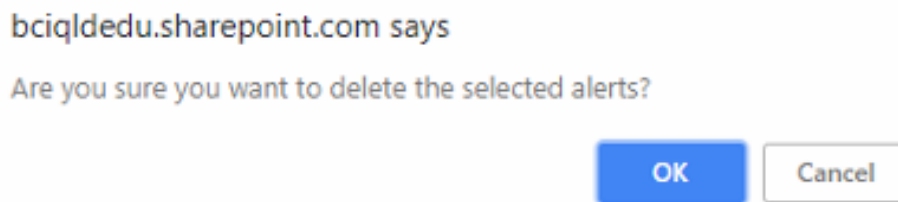
1. Click on the checkbox next to your desired Alert.



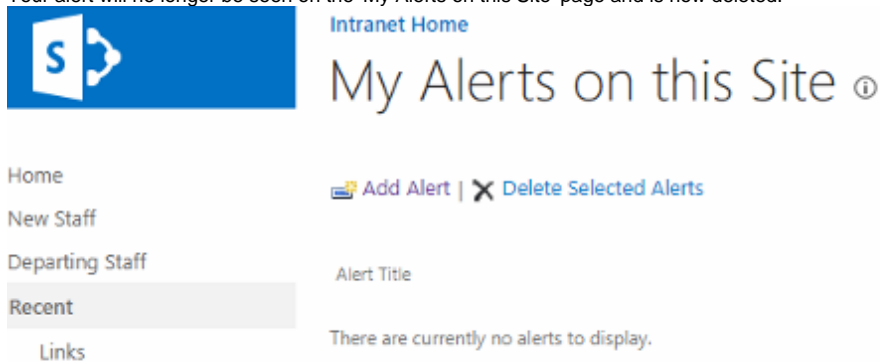
2. Click 'Delete Selected Alerts' button.



3. The following alert will appear, click 'OK' if you want to delete the Alert.



4. Your alert will no longer be seen on the 'My Alerts on this Site' page and is now deleted.



## Related articles

- [Checking a File's Version History in SharePoint](#)
- [Syncing a SharePoint Document Library](#)
- [SharePoint Alerts](#)
- [Risk and Compliance Form Documentation](#)
- [Search for Sites in SharePoint](#)