

# MS SharePoint – How to Create Email Alerts

Email alerts are a common feature of a SharePoint website. The steps below will guide you in creating email alerts in SharePoint that let you know when files are newly created or updated within Sharepoint.

**Objective:** To create an email alert in Microsoft SharePoint.

**Step 1:** Navigate to a section in the Dissertation Portal for which you would like to receive email alerts. For this example, we will go into the Discussion Forum.

The screenshot shows the 'My Dissertation Portal' on a SharePoint site. The breadcrumb trail at the top reads: Community > School of Education > Dissertation Portal > Candidate Portal > prototype. The user is logged in as 'Welcome Szapkiw, Amanda'. The site title is 'LIBERTY UNIVERSITY prototype'. A search box contains 'All Sites'. On the left sidebar, there are links for 'View All Site Content', 'People and Groups', and 'Recycle Bin'. The main content area features a large banner with the text 'My Dissertation Portal' and 'SOE'. Below the banner are four feature cards: 'Status Update' (with a document icon), 'Task List' (with a checklist icon), 'Discussion Forum' (with a speech bubble icon), and 'Dissertation Timeline' (with a calendar icon). A green arrow points from the 'Discussion Forum' card to the 'Discussion Forum' text in the step description above.

Community > School of Education > Dissertation Portal > Candidate Portal > prototype

Welcome Szapkiw, Amanda

LIBERTY UNIVERSITY prototype

All Sites

prototype

View All Site Content

People and Groups

Recycle Bin

## My Dissertation Portal

### SOE

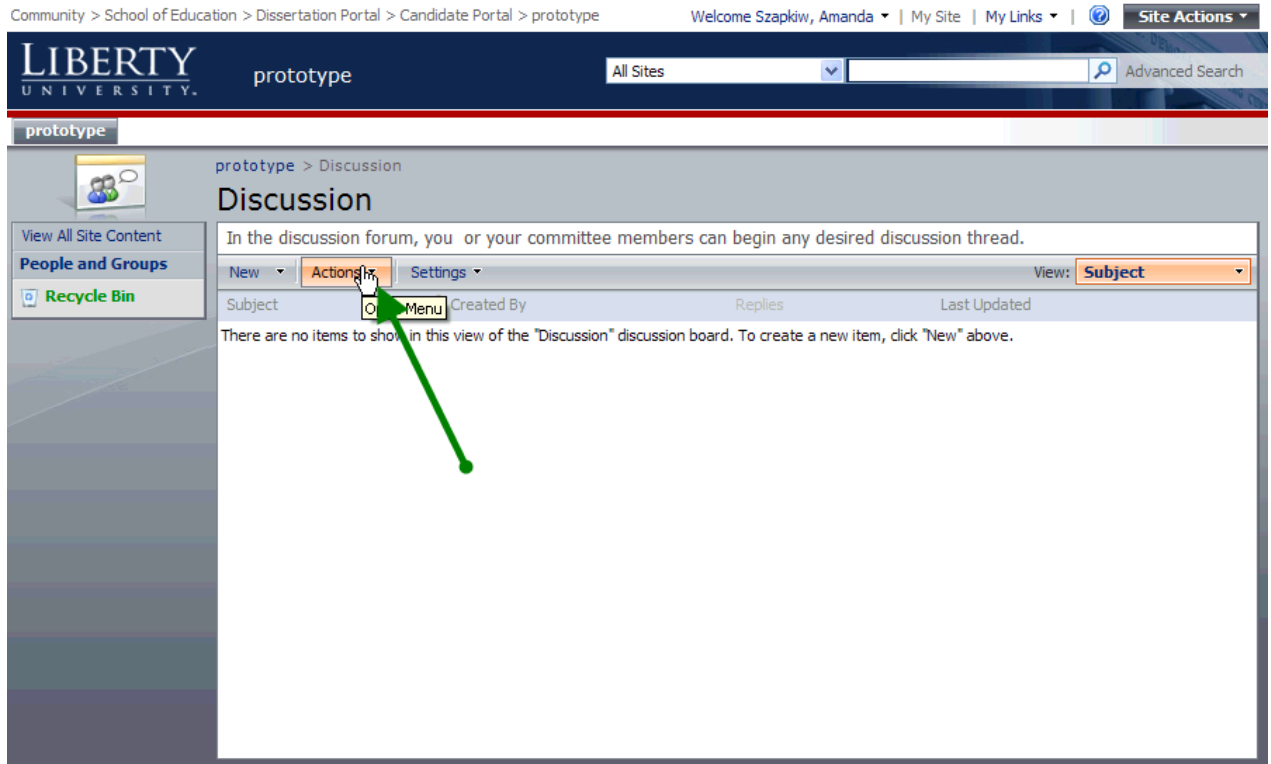
**Status Update**  
The status update is a list that you and your chair update to indicate your progress through the dissertation process. More details about when the updates should be made can be found in the Dissertation Handbook.

**Task List**  
The task list includes all the major steps of your dissertation process. When completed, you mark the task as completed.

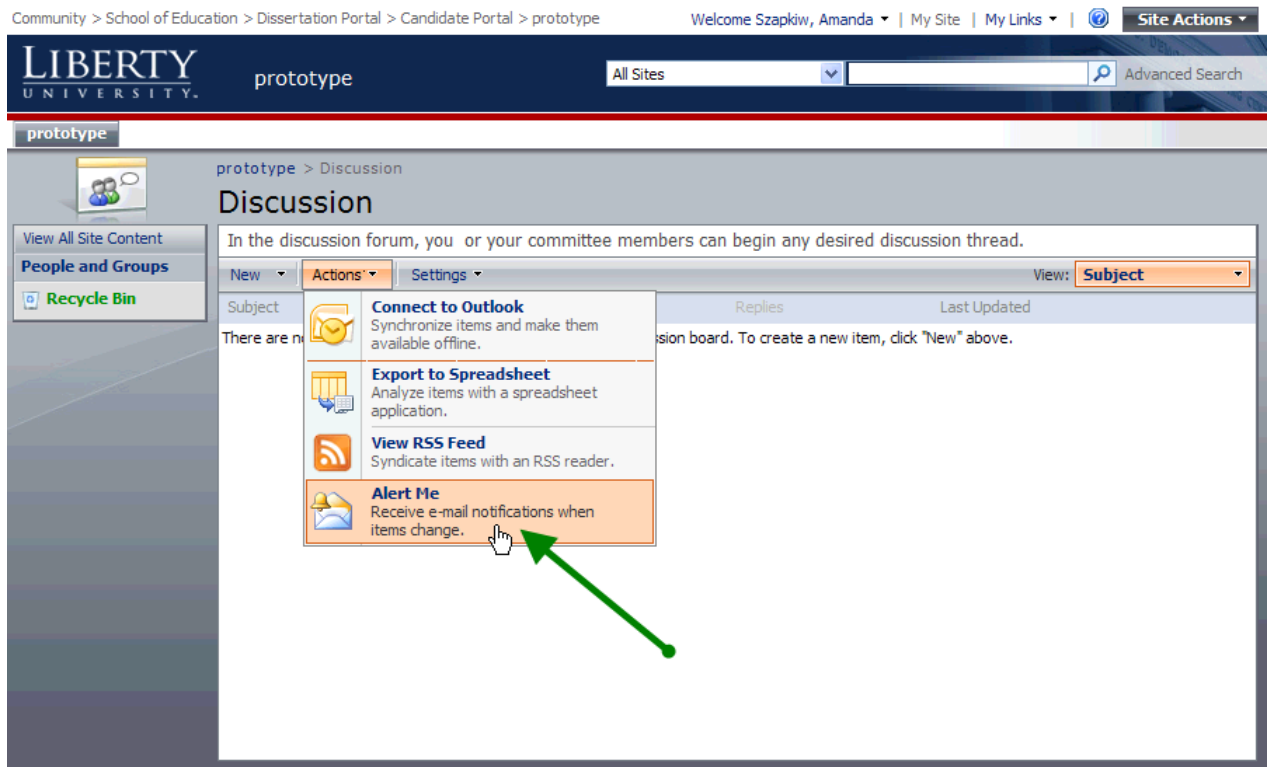
**Discussion Forum**  
The discussion forum is a place where you or your committee members can begin any desired discussion thread.

**Dissertation Timeline**  
The timeline is a calendar that can be used to create your own personal dissertation timeline. You can add tasks and projected completion dates. This timeline may also be used for scheduling and noting important

**Step 2:** Once on the page where you want to set an alert, click the **ACTIONS** button.



**Step 3:** In the **ACTIONS** menu, click on **ALERT ME**.



**Step 4:** An alert detail screen will appear with options for your alert.

**Alert Title:** This will be the heading in the emails you receive. You can change this to whatever you would like.

**Send Alerts To:** Specify to whom you would like to have the alert emailed.

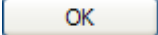
**Change Type & Send Alerts for These Changes:** These sections both allow you to establish what actions will trigger an alert.

**When to Send Alerts:** Allows you to choose how soon you would like to receive your alert.

The screenshot shows a multi-section dialog box for configuring an alert. At the top right are 'OK' and 'Cancel' buttons. The sections are:

- Alert Title:** A text box containing 'Discussion'. Below it is the instruction: 'Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert.'
- Send Alerts To:** A text box containing 'Szapkiw, Amanda'. Below it is the instruction: 'You can enter user names or e-mail addresses. Separate them with semicolons.'
- Change Type:** A section with the instruction 'Specify the type of changes that you want to be alerted to.' and four radio button options:
  - All changes
  - New items are added
  - Existing items are modified
  - Items are deleted
- Send Alerts for These Changes:** A section with the instruction '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.' and four radio button options:
  - Anything changes
  - Someone else changes a post
  - Someone else changes a post created by me
  - Someone else changes a post last modified by me
- When to Send Alerts:** A section with the instruction 'Specify how frequently you want to be alerted.' and three radio button options:
  - Send e-mail immediately
  - Send a daily summary
  - Send a weekly summary

Below the 'When to Send Alerts' section is a 'Time:' label and two dropdown menus: 'Monday' and '11:00 PM'. At the bottom right are 'OK' and 'Cancel' buttons.

**Step 5:** Click on . You will now be back on the previous page.

You have now finished creating an email alert in SharePoint.

