



### What are SharePoint Alerts?

SharePoint has a built-in alert mechanism that enables users to register for different kinds of alerts. Basically, a user selects the piece of content he wants to be alerted on and requests that SharePoint send the requested user an e-mail when that content changes.

For example, you might use alerts with a document library that is supposed to have documents regarding a specific topic. You might want to know immediately when a new document is added to that document library.

### How to Set Up an Alert for a Specific Document or Folder

#### Step 1

If you want to set up an alert on a specific file, navigate to the document library and folder in which the document is stored. Check the box next to the file to illuminate the “Files” ribbon. On the right side of the ribbon, click the “Alert Me” button, and select “Set alert on this document.”

The screenshot shows the SharePoint interface with the 'FILES' ribbon selected. The 'Alert Me' button is highlighted in a red box. The dropdown menu for 'Alert Me' is open, showing the options 'Set alert on this document' and 'Manage My Alerts'. The document list below shows a table with columns for Name, Modified, Modified By, and Activity.

✓	Name	Modified	Modified By	Activity
	<b>Count= 10</b>			
	Subcommittee	April 23, 2012	Maddie Dunlap	
	Systems Training & Comms Touchpoint_Notes_120617	December 8	Natasha Madorsky	
✓	Weekly PEPFAR SP Team 5.5.17	May 4	Celeste Scott	Communications



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## Step 2

In the **New Alert** dialog box, you can change or select the notification options you prefer. The following settings are available for alerts on a file, link or folder.

- **Alert Title:** This is the subject for the e-mail or text message. It's pre-filled with the name of the document library and item name, but you can change it.
- **Send Alerts To:** This is the user name or email you want the alert sent to. To enter more than one, separate the addresses with semicolons.
- **Delivery Method:** You can choose e-mail or a text message for alerts. For text messages, add the phone number and check the box if you want the URL of the item to be sent.
- **Change Type:** This option appears only for links and folders, and lets you get alerts when new items are added, or existing items are modified or deleted.

Shared Documents: Subcommittee - New Alert

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

Send Alerts To  
You can enter user names or e-mail addresses. Separate them with semicolons.

Delivery Method  
Specify how you want the alerts delivered.

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

Users:  
Natasha Madorsky x

Send me alerts by:

E-mail natasha.e.madorsky@us.pwc.com

Text Message (SMS)

Send URL in text message (SMS)

Only send me alerts when:

All changes

New items are added

Existing items are modified

Items are deleted

OK Cancel



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- **Send Alerts for These Changes:** This lets you pick the type of changes for which you receive alerts. You can pick when someone changes any file, link, or folder, or when someone changes a file, link, or folder you created or last modified.
- **When to Send Alerts:** This option allows you to select whether you wish to receive alerts immediately, or in the form of a daily or weekly summary. If you choose a summary, you can select the day and time you wish to receive your alerts.

When you have selected the options you want, click “OK”.

The screenshot shows a dialog box for configuring alerts. It is divided into two main sections: 'Send Alerts for These Changes' and 'When to Send Alerts'. The 'Send Alerts for These Changes' section has a sub-section 'Send me an alert when:' with four radio button options: 'Anything changes' (selected), 'Someone else changes a document', 'Someone else changes a document created by me', and 'Someone else changes a document last modified by me'. The 'When to Send Alerts' section has a sub-section 'When to Send Alerts' with three radio button options: 'Send notification immediately' (selected), 'Send a daily summary', and 'Send a weekly summary'. Below these options is a 'Time:' section with two dropdown menus: the first is set to 'Wednesday' and the second is set to '11:00 AM'. At the bottom right of the dialog box are 'OK' and 'Cancel' buttons, and a small downward-pointing arrow icon.



## How to Set Up an Alert for an Entire Document Library

### Step 1

Navigate to your team’s site. Then, navigate to the document library from which you want to receive alerts. In this case, it’s called “Shared Documents”.

Once inside your document library, click on the Files ribbon at the top left of the page, and select the “Alert Me” drop-down menu. Select “Manage My Alerts.”

The screenshot shows the SharePoint Files ribbon with the 'Alert Me' dropdown menu open. The dropdown menu contains two options: 'Set alert on this document' and 'Manage My Alerts'. The 'Manage My Alerts' option is highlighted with a red box. Below the ribbon, the 'Shared Documents' library is visible, showing a list of folders and their modification dates.

Name	Modified
<b>Count= 17</b>	
Reports	July 25
Zendesk Support	June 6
Testing	May 12
Governance	May 12
Infrastructure	May 12

### Step 2

Selecting “Manage My Alerts” will take you to the page shown below. Click the “Add Alert” Button.

The screenshot shows the 'Manage My Alerts' page in SharePoint. The page title is 'PEPFAR.net Implementation Team'. The breadcrumb trail is 'Home > HQ > OGAC > PEPFAR.net Implementation Team'. The page contains a table with columns for 'Alert Title' and 'Add Alert' buttons. The 'Add Alert' button is highlighted with a red box.

Alert Title
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## Step 3

You will be asked to choose the name of the List or Document Library from which you want to receive alerts. In this case, choose “Shared Documents”. (Note: OU Team Sites will have two possible options in this menu—General Documents, or HQ Collaboration; select the library from which you want to receive the alerts). At the bottom of the page, click “Next.”

[Home](#) [OU](#) [TWG](#) [HQ](#) [ECT](#) [Tools](#) [Support](#)

## PEPFAR.net Implementation Team

You are in: [Home](#) > [HQ](#) > [OGAC](#) > PEPFAR.net Implementation Team

### Choose a List or Document Library

Select a list or document library that you want to keep track of. You may also view the contents of a list and then track one of the individual items. After creating an alert, you'll receive notification of changes.

-  Archive Data  
[View this list...](#)
-  Documents  
This system library was created by the Publishing feature to store documents in this site. [View this list..](#)
-  Drop Off Library  
After their properties are filled out, files uploaded to this library are automat correct library or folder according to rules created by the owner of this site. \
-  Images  
This system library was created by the Publishing feature to store images tha this site. [View this list...](#)
-  Pages  
This system library was created by the Publishing feature to store pages that [View this list...](#)
-  Shared Documents  
Share a document with the team by adding it to this document library. [View](#)
-  Site Assets  
Use this library to store files which are included on pages within this site, suc pages. [View this list...](#)
-  Site Images  
[View this list...](#)
-  Site Pages



## Step 5

Choose the parameters of the alert you'd like to receive by filling in or adjusting the Alert Title, Send Alerts To, Delivery Method, Change Type, Send Alerts for These Changes, and When to Send Alerts fields. When finished, click "OK".

Home OU TWG HQ ECT Tools Support

## PEPFAR.net Implementation Team

You are in: Home > HQ > OGAC > PEPFAR.net Implementation Team

OK Cancel

### Alert Title

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

Shared Documents

### Send Alerts To

You can enter user names or e-mail addresses. Separate them with semicolons.

Users:

Natasha Madorsky x

### Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

- E-mail natasha.e.madorsky@us.pwc.com
- 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

### 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 a document
- Someone else changes a document created by me
- Someone else changes a document last modified by me

### 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:

Wednesday 11:00 AM

OK Cancel



On the Manage my Alerts page, you will now see the alert you set up.

PEPFAR SharePoint

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You are in: Home > HQ > OGAC > PEPFAR.net Implementation Team

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

Alert Title	Frequency	Delivery Method(s)
	Frequency: Immediate	
<input checked="" type="checkbox"/> Shared Documents		E-mail

If you want to modify this alert, click on its name and adjust the parameters how you choose, then click “OK”. Or delete the alert by clicking its name and then clicking the “Delete” button”.