

# How to Set an Alert

Alerts notify you when a new post has been made

## Why set alerts?

You can set alerts (email notifications) to be notified of changes to list items (item level alert), lists (list level alert), documents or document libraries. Alerts are flexible and offer options (e.g. when to get notifications and what kind of changes trigger them).



## How to set an alert

### Step 1

Open C-Net.



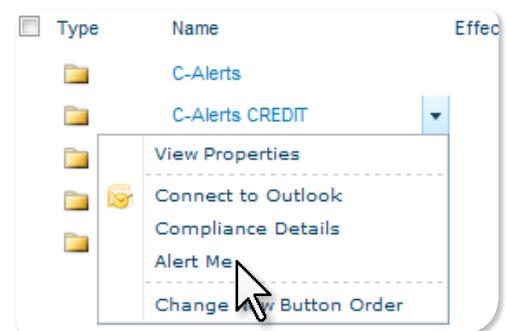
### Step 2

Select the list, folder, document library or site you wish to set an alert for and go to the ribbon (toolbar) or folder.



### Step 3

Click **Alert Me** > **Set alert on this** (list/document/site).



## Step 4

The **New Alert** window will open.

Confirm the following:

- **Alert Title** – Title for the alert
- **Send Alert To** – Click on the address book, search for your name and add it. You can also add more people to the user list
- **Delivery Method** – This will always be by email
- **Change Type** – Select the content changes you want to be alerted to
- **Send Alerts for These Changes** – Changes to items (edited or deleted)
- **When to Send Alerts** – Select when you want to receive alerts (daily summary is best)

Click **OK** when you are done.

**Note:** Leave all settings on default for best results. Go to **Manage My Alerts** to change default settings.

**Employee Classifieds - New Alert**

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

**Send Alerts To**  
You can enter user names or e-mail addresses. Separate them with semicolons.  
Users:  
Eloise Benecke (Information Technology);

**Delivery Method**  
Specify how you want the alerts delivered.  
Send me alerts by:  
☒ E-mail EloiseBenecke@capitecbank.co.za  
☐ 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 an item  
☐ Someone else changes an item created by me  
☐ Someone else changes an item 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 14:00

OK Cancel

## Step 5

You'll receive a confirmation email to notify you that the alert has been successfully created.

## Step 6

Your alert will be an email notification. Click the links to be directed to the posts.

Preview this document library | Delete | Reply | Reply All | Forward | More | Quick Steps | Move | Actions | Categorize | Translate | Select

Items with how this message is displayed, click here to view it in a web browser.  
Connect to this document library.  
<sharepointsupport@capitecbank.co.za>  
(Information Technology)

Sent: Fri 12/10/2012 09:...

Documents  
C-Cabinet Documents  
Document Library  
st.int.capinet51001/knowledge-centre/c-cabinet/Documents

**C-Cabinet Documents - Weekly Summary**  
: settings | View C-Cabinet Documents | Mobile View

| Item                  | Created             | Modified by                        | Deleted |
|-----------------------|---------------------|------------------------------------|---------|
| en_2262BW.pdf         | 06/10/2012 10:01 PM | Caroline Duncan (Human Resources)  | Deleted |
| are-Network-Dentis... | 06/10/2012 03:13 PM | Suno Engelbrecht (Human Resources) | Deleted |
| are-Network-Dictor... | 06/10/2012 03:13 PM | Suno Engelbrecht (Human Resources) | Deleted |
| are-Network-Optome... | 06/10/2012 03:13 PM | Suno Engelbrecht (Human Resources) | Deleted |
| are-Network-Specid... | 06/10/2012 03:13 PM | Suno Engelbrecht (Human Resources) | Deleted |
| tember 2012 Ford 5... | 05/10/2012 03:02 PM | Suno Engelbrecht (Human Resources) | Deleted |
| tember 2012 Honda ... | 05/10/2012 03:14 PM | Suno Engelbrecht (Human Resources) | Deleted |

## Step 7

To manage your alerts, click **Alert Me** > **Manage My Alerts**.

**Alert Me** | **Set alert on this library** | **Manage My Alerts** | **Connect to Office** | **Connect & Export**

**Manage My Alerts**  
Go to the My Alerts page to manage the list of libraries, files, lists, and items for which you receive alerts.

**Add Alert** | **Delete Selected Alerts**

**Alert Title**

**Frequency: Immediate**  
☐ C-Cabinet Documents: C-Alerts CREDIT  
☐ Drop Off Library

**Frequency: Daily**  
☐ Drop Off Library