Manage My Alerts

You can manage (view, add, edit or delete) your alerts through the **My Alerts on This Site** page, which is accessible from many different tabs. See the help file for Set an Alert for additional information on creating an alert.

Note: Only Designers can view the **PAGE** tab to set and manage alerts on pages.

Note: Alerts created in SharePoint 2010 have been migrated to SharePoint 2013. A few users have reported that alerts do not work after migration. The only known fix is to recreate the alerts.

## Contents

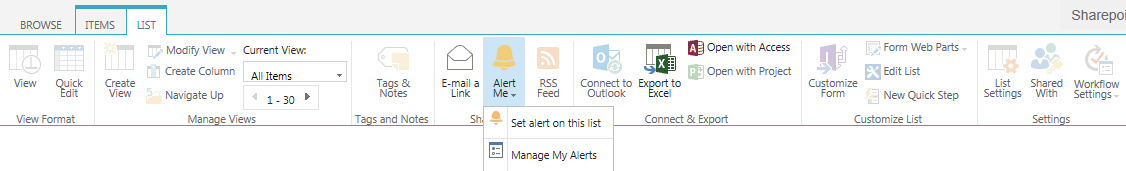
[View Your Alerts](#_Toc418588456)

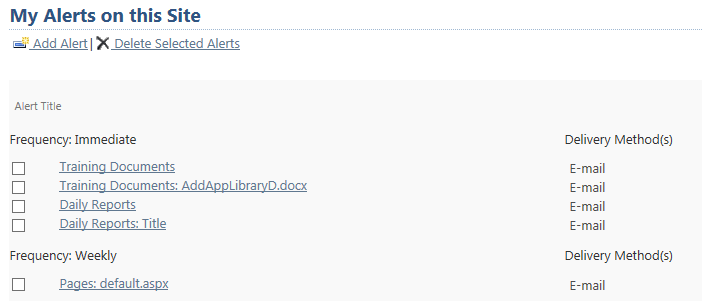
[Add an Alert](#_Toc418588457)

[Edit an Alert](#_Toc418588458)

[Delete an Alert](#_Toc418588459)

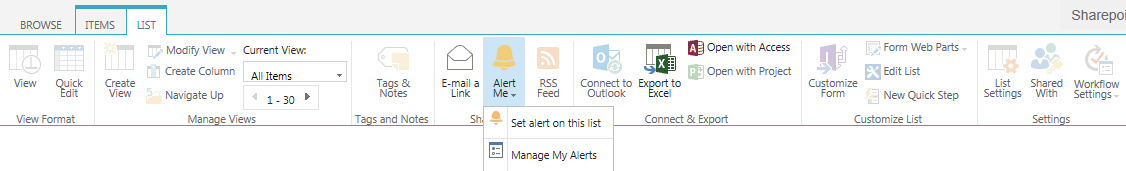
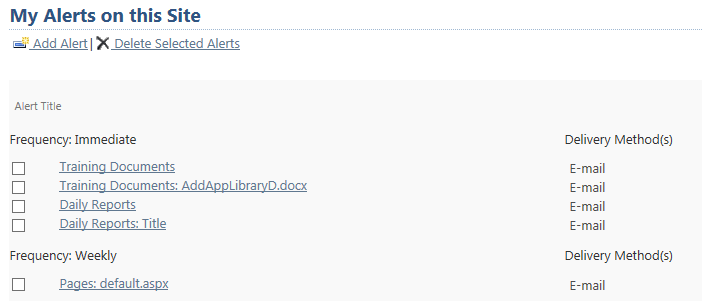
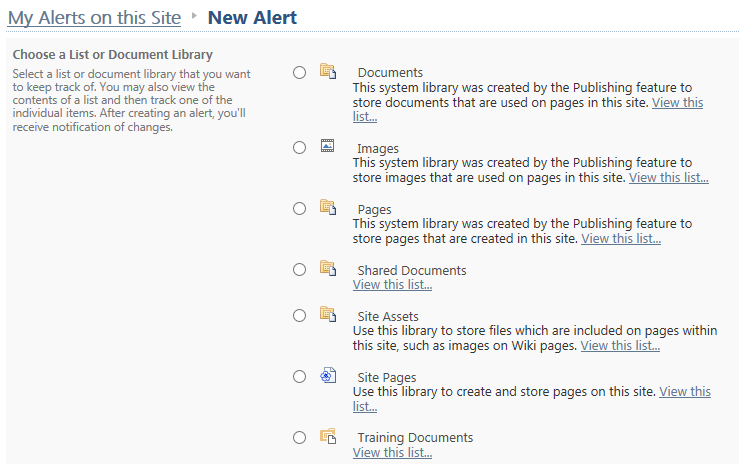
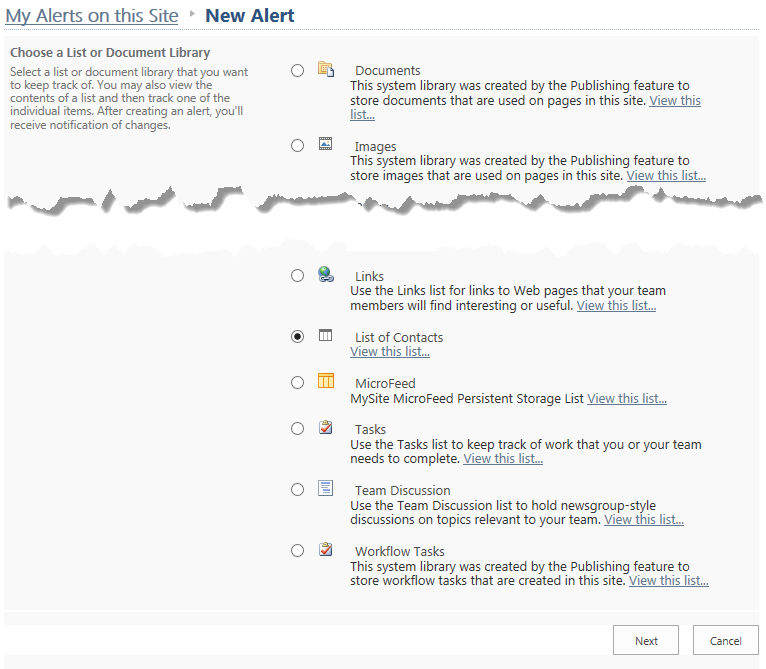
## View Your Alerts

1. Navigate to any list, library or page on the site.
2. On the ribbon, click the **ITEMS**, **LIST**, **FILES**, **LIBRARY** or **PAGE** tab. In the **Share & Track** group on any of those tabs, click **Alert Me**. Click **Manage My Alerts**. This example uses the **LIST** ribbon.  
   

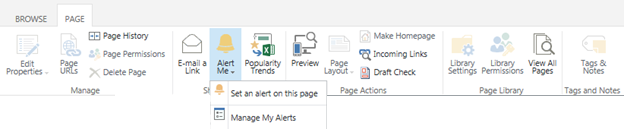
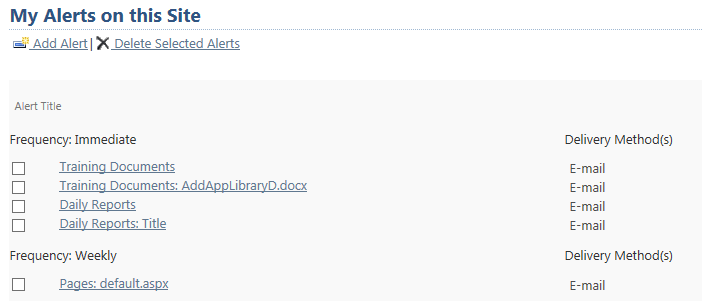
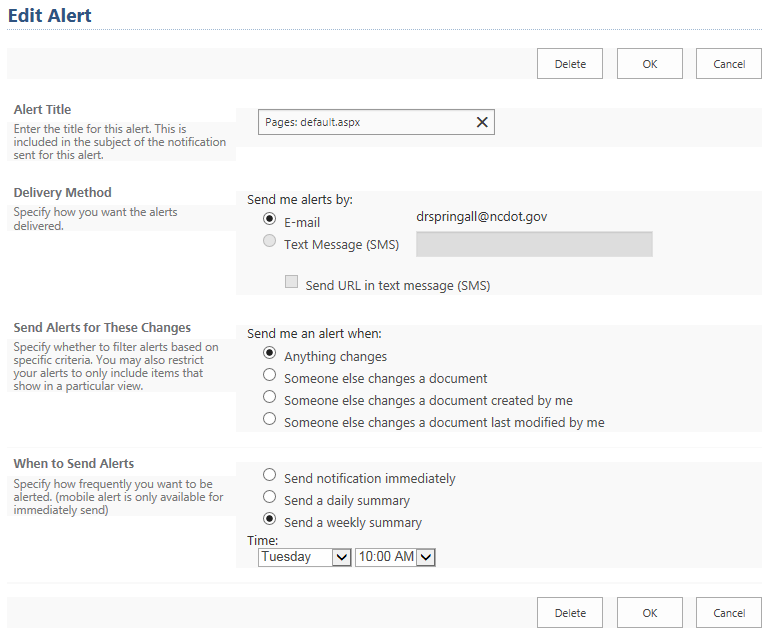
All of your alerts are listed on the **My Alerts on This Site** page.  


## Add an Alert

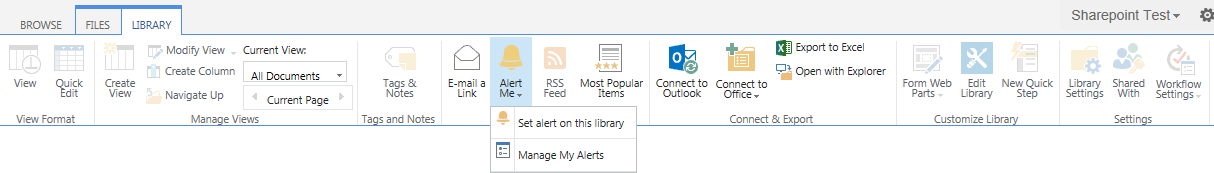
To create an alert, you will probably find it easiest to use the method documented in the Set an Alert help file – simply clicking on the Set alert command in the ribbon. But, if you are already on the **My Alerts on this Site** page, you might wish to add an alert this way.

1. Navigate to any list, library or page on the site.
2. On the ribbon, click the **ITEMS**, **LIST**, **FILES**, **LIBRARY** or **PAGE** tab. In the **Share & Track** group on any of those tabs, click **Alert Me**. Click **Manage My Alerts**. This example uses the **LIST** ribbon.  
   
3. On the **My Alerts on This Site** page, click **Add Alert**.  
   
4. Select the content for the alert.
   1. **To set an alert on an item, file, folder or page**: Click **View this list** under the name of the list or library that contains the content. Remember, pages reside in a library called **Pages**.When the list or library appears, add an alert just as you do when you set an alert.
   2. **To set an alert on a list or library**: Click the radio button next to its name, and click **Next** at the bottom of the page.   
      In the **New Alert** page, add an alert just as you do when you set an alert.

## Edit an Alert

1. Navigate to any list, library or page on the site.
2. On the ribbon, click the **ITEMS**, **LIST**, **FILES**, **LIBRARY** or **PAGE** tab. In the **Share & Track** group on any of those tabs, click **Alert Me**. Click **Manage My Alerts**. This example uses the **PAGE** ribbon.  
   
3. On the **My Alerts on This Site** page, select the alert to change by clicking the name of the alert.  
   
4. Change the details of the alert as needed. When finished, click **OK**.  
   

## Delete an Alert

1. Navigate to any list, library or page on the site.
2. On the ribbon, click the **ITEMS**, **LIST**, **FILES**, **LIBRARY** or **PAGE** tab. In the **Share & Track** group on any of those tabs, click **Alert Me**. Click **Manage My Alerts**. This example uses the **LIBRARY** ribbon.  
   
3. On the **My Alerts on This Site** page, select one or more alerts to delete by clicking the checkbox next to their names. Click **X Delete Selected Alerts**. Click **OK** to confirm the deletion.  
   