Set an Alert

An alert sends an email notification when changes are made to a page, list, item, library, file or folder. You can also set an alert on search results; see the help file for Search.

For items, files and folders, you can also set up an alert through the **View Properties** option. See the help files for View Properties.

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.

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## Examples of Alerts

This is an example of an email notification that a new alert has been set up on a page.



This is an example of an alert on a page change.



## Settings on the New Alert Page



1. In the dialog, enter an **Alert Title**.
2. The default **Delivery Method** is email. Text alerts are not enabled at NCDOT.
3. For folders, lists and libraries, select the **Change Type** to choose the events that you want to know about.
4. Select **Send Alerts for These Changes** to further restrict the alerts you receive. You are likely more interested in changes made by someone else; if you select the first radio button, you are alerted about your own changes as well.
5. Choose **When to Send Alerts** to schedule the timing of the alerts.

## Set an Alert on a List or Library

1. Navigate to the list or library.
2. On the ribbon, click the **LIST** or **LIBRARY** tab. In the **Share & Track** group, click **Alert Me**. Click **Set alert on this list** or **Set alert on this library**.

3. Define the details of the alert on the **New Alert** page as described earlier and click **OK**.

## Set an Alert on an Item or a File

1. Navigate to the list or library.
2. Select an item or file by clicking the checkbox next to its title or name.
3. On the ribbon, click the **ITEMS** or **FILES** tab. In the **Share & Track** group, click **Alert Me**. Click **Set alert on this item** or **Set alert on this document**.

4. Define the details of the alert on the **New Alert** page as described earlier and click **OK**.

## Set an Alert on a Page

1. Navigate to the web page.
2. On the ribbon, click the **PAGE** tab. In the **Share & Track** group, click **Alert Me**. Click **Set an alert on this page**.

3. Define the details of the alert on the **New Alert** page as described earlier and click **OK**.

## Set an Alert on a Folder

1. Navigate to the library.
2. Click the ellipsis by the folder name. Click the ellipsis in the callout, and click **View Properties**.

3. Click **Alert Me**.

4. Define the details of the alert on the **New Alert** page as described earlier and click **OK**.

## Set an Alert on a Discussion Item

1. Navigate to the discussion board.
2. Click the discussion you want to monitor.

3. Click the ellipsis by the discussion options and click **Alert Me**.

4. Define the details of the alert on the **New Alert** page as described earlier and click **OK**.