With SharePoint you can set an alert on documents or items in a list. Based on the criteria you setup when you create an alert, you’ll receive an email with details on what has been changed and by whom.

Set an Alert on a Library or List

Step #1: Navigate to the NA-41 SharePoint home page (EDMS) located at https://sp.eota.energy.gov/sites/EDMS/

Step #2: Click on the drop down menu next to your name and select My Settings

Step #3: Click My Alerts

Step #4: Click Add Alert
Step #5: Select one list or document library that you want to keep track of.

What are my options?
You may only modify one list or library document at a time.

Step #6: Click Next.
**Step #7:** Specify the type of changes that you want to be alerted of.

**Step #8:** Select the criteria to filter alerts.

**Step #9:** Specify the frequency of alerts and the time you’d prefer to receive them.

**Step #10:** When finished with your selections, click OK. That’s it, the alert has been created.

---

**Take Note!**

The **Alert Title** will automatically populate with the list or library you selected in **Step #5**.

The **Users** field will also automatically display your account’s email address.

The only **Delivery Method** is through E-mail.

---

You’ll receive an email verification, like the one shown here, that the alert has been set.
Set an Alert on a Library Document

Alternately, you can create an alert on a specific document.

**Step #1:** From any library, move your cursor over the title of the document and place a check in the box that appears next to the document icon.

**Step #2:** In the Documents tab, click on the **Alert Me** button.

**Step #3:** Select **Set alert on this document** from the dropdown menu.

Quick Tip…

You’ll need to repeat Steps #7 thru #10 on page 3 to set an alert for this document.

When a list item or document has changed, you’ll receive an email like the one shown here. The email will identify what has changed. From the email, you can modify your alert settings.

Manage Alerts Settings

**Step #1:** Click on the **Modify my alert settings** link from your SharePoint notification email.

Quick Tip…

You’ll need to repeat Steps #7 thru #10 on page 3 to set an alert for this document.
Step #2: Click on the alert you want to modify or delete.

Quick Tip…
You’ll need to repeat Steps #7 thru #9 on page 3 to set the modifications for this alert.

What are my options?
Once you’ve modified your alert you can click:

A. OK to save the changes on this alert
B. Delete to remove the alert completely
C. Cancel and return to your list of alerts.

Need Help?
Contact Scott Stoudenmire by phone (505) 845-4936 or by email scott.stoudenmire@nnsa.doe.gov