

Procedure – Create e-Mail Alert for Sharepoint - ICT Discussion Forum

March 2008

www.ict.schools.nt.gov.au

Scope: Sharepoint 2007 – ICT Discussion Forum


Description: If you want to stay up-to-date on changes to discussion thread, you can receive updates as e-mail alerts

Alerts inform you about updates, and allow you to customize how much information you receive

Alerts come in e-mail, at the interval you specify, and let you know when specific items change. For example, if you want to know each time someone adds new files to a library, you can create an alert.

Caveat: The email alert feature will **ONLY** send an email to your **NTSCHOOLS** email address. If this is inconvenient, then please use the procedure “Configure Outlook 2003 to automatically forward or redirect ALL e-mail messages to another e-mail account” to redirect emails to your email address.

http://www.ict.schools.nt.gov.au/computers_networks/fact_sheets.shtml

1. Navigate to the Sharepoint ICT Discussion Forum
You can tailor alerts to all discussion or only particular discussion threads. To configure alert emails for:
 - I. All changes (including new discussions), click on ICT Discussion Forum then go to step 2.
 - II. Only changes to a particular discussion, click on the discussion subject then go to step 2.
2. On the **Actions** menu , click **Alert Me**.
3. On the New Alert page, in the **Alert Title** section, change the title for the alert if you want. The title appears in the subject line of the alert e-mail message and is also used for managing alerts.
4. If the **Change Type** section is available, choose the types of changes that you want to be notified about. For example, you can receive alerts about all changes or only when items are deleted. Options are:
 - All changes
 - New items are added

- Existing items are modified
 - Items are deleted
5. In the **Send Alerts for These Changes** section, specify whether you want to be alerted for all types of changes, or for specific changes, such as when anything changes or only when someone changes an item that you created or recently changed. Options are:
- Anything changes
 - Someone else changes a post
 - Someone else changes a post created by me
 - Someone else changes a post last modified by me
6. In the **When to Send Alerts** section, choose how frequently you want to receive the alerts, such as immediately or in a daily or weekly summary, and at what days or times. Options are:
- Send e-mail immediately
 - Send a daily summary
 - Send a weekly summary
7. Click **OK**.