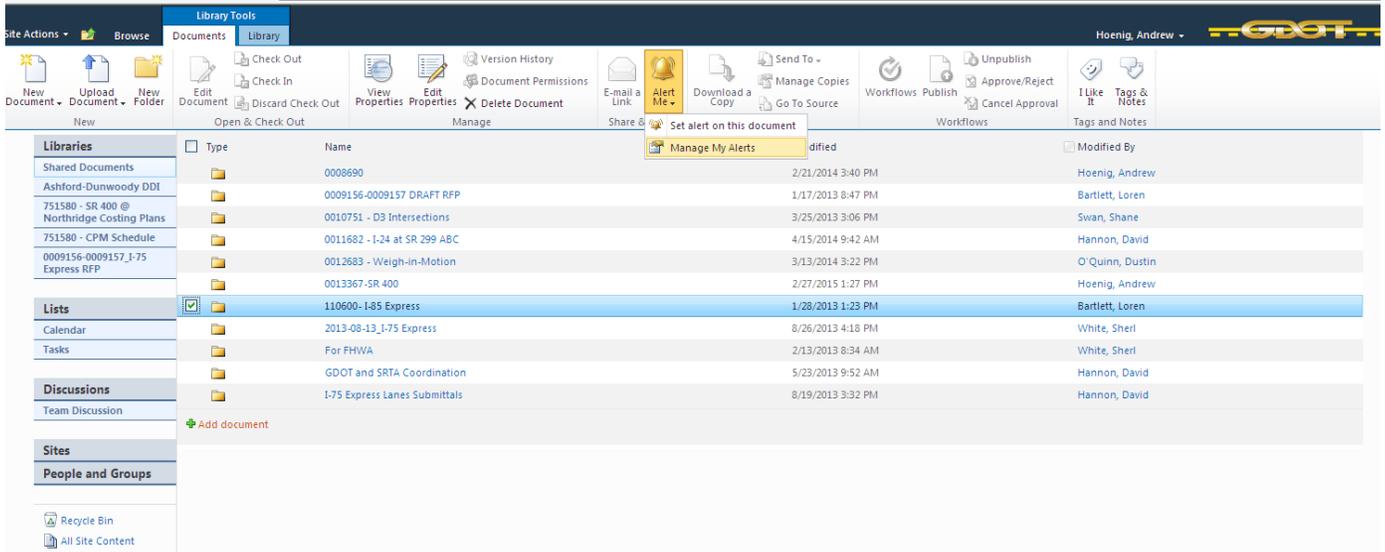
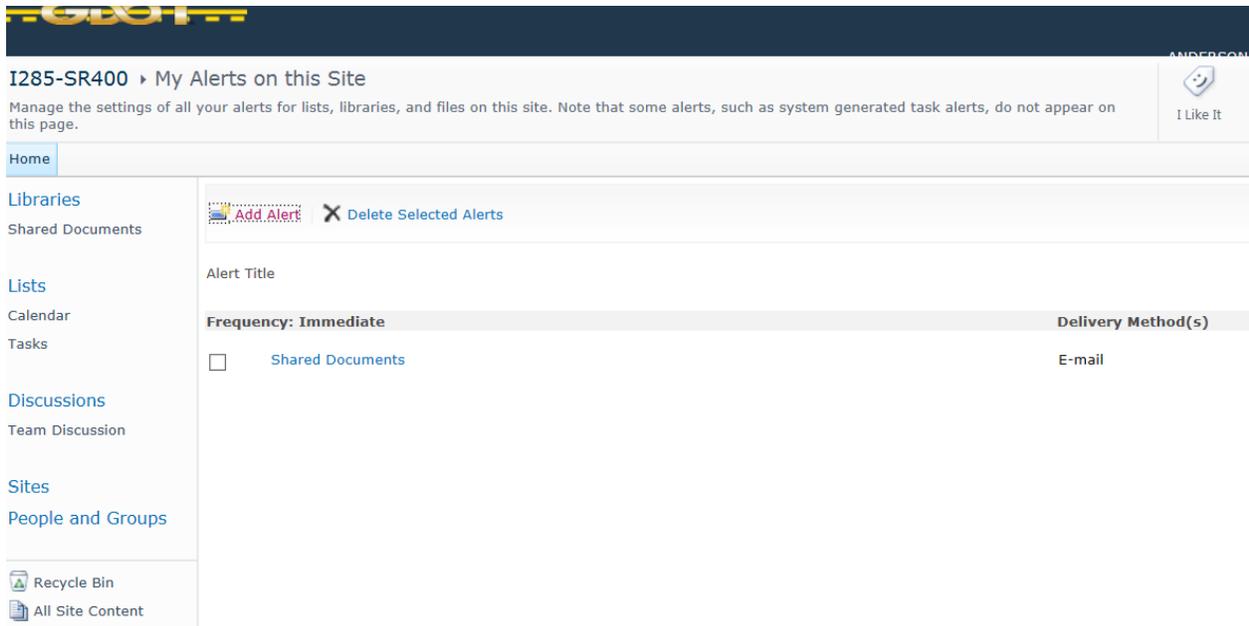


Step 1 – go to the Design-Build secure Sharepoint site and click on Shared Documents. Select the folder(s) you wish to receive notifications (“Alerts”) about changes. User can select multiple folders.

Step 2 – Selecting the folder activates a drop down menu bar. Click on Alert Me, then click on Manage My Alerts.



Step 3 – when the new screen opens, click on Add Alert.



Step 4 – when the next screen opens, select Shared Documents, then click Next.

I285-SR400 ▶ New Alert ANDERSON, KEN
I Like It Tags & Notes

Use this page to select a list or library to be alerted about. Alerts are a great way to stay updated as items are added, changed, or removed. [View my existing alerts on this site.](#)

[Home](#) ?

<p>Libraries</p> <p>Shared Documents</p> <p>Lists</p> <p>Calendar</p> <p>Tasks</p> <p>Discussions</p> <p>Team Discussion</p> <p>Sites</p> <p>People and Groups</p> <hr/> <p> Recycle Bin</p> <p> All Site Content</p>	<p>Choose a List or Document Library</p> <p>Select a list or document library that you want to keep track of. You may also view the contents of a list and then track one of the individual items. After creating an alert, you'll receive notification of changes.</p>	<ul style="list-style-type: none"> <input checked="" type="radio"/> Shared Documents Share a document with the team by adding it to this document library. View this list... <input type="radio"/> Announcements Use this list to track upcoming events, status updates or other team news. View this list... <input type="radio"/> Calendar Use the Calendar list to keep informed of upcoming meetings, deadlines, and other important events. View this list... <input type="radio"/> Links Use the Links list for links to Web pages that your team members will find interesting or useful. View this list... <input type="radio"/> Tasks Use the Tasks list to keep track of work that you or your team needs to complete. View this list... <input type="radio"/> Team Discussion Use the Team Discussion list to hold newsgroup-style discussions on topics relevant to your team. View this list...
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Step 5 – when the next screen opens, choose the types of notifications and frequency.

<p>Libraries</p> <p>Shared Documents</p> <p>Lists</p> <p>Calendar</p> <p>Tasks</p> <p>Discussions</p> <p>Team Discussion</p> <p>Sites</p> <p>People and Groups</p> <hr/> <p> Recycle Bin</p> <p> All Site Content</p>	<p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Alert Title Enter the title for this alert. This is included in the subject of the notification sent for this alert.</p> <p><input type="text" value="Shared Documents"/></p> <p>Delivery Method Specify how you want the alerts delivered.</p> <p>Send me alerts by:</p> <p><input checked="" type="radio"/> E-mail Ken.Anderson@jacobs.com</p> <p><input type="radio"/> Text Message (SMS) <input type="text"/></p> <p><input type="checkbox"/> Send URL in text message (SMS)</p> <p>Change Type Specify the type of changes that you want to be alerted to.</p> <p>Only send me alerts when:</p> <p><input checked="" type="radio"/> All changes</p> <p><input type="radio"/> New items are added</p> <p><input type="radio"/> Existing items are modified</p> <p><input type="radio"/> Items are deleted</p> <p>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.</p> <p>Send me an alert when:</p> <p><input checked="" type="radio"/> Anything changes</p> <p><input type="radio"/> Someone else changes a document</p> <p><input type="radio"/> Someone else changes a document created by me</p> <p><input type="radio"/> Someone else changes a document last modified by me</p> <p>When to Send Alerts Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)</p> <p><input checked="" type="radio"/> Send notification immediately</p> <p><input type="radio"/> Send a daily summary</p> <p><input type="radio"/> Send a weekly summary</p> <p>Time: <input type="text" value="Wednesday"/> <input type="text" value="8:00 AM"/></p>
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<http://gdotteams.dot.ga.gov/offices/IPD/I285-SR400/layouts/viewlists.aspx?BaseType=1>