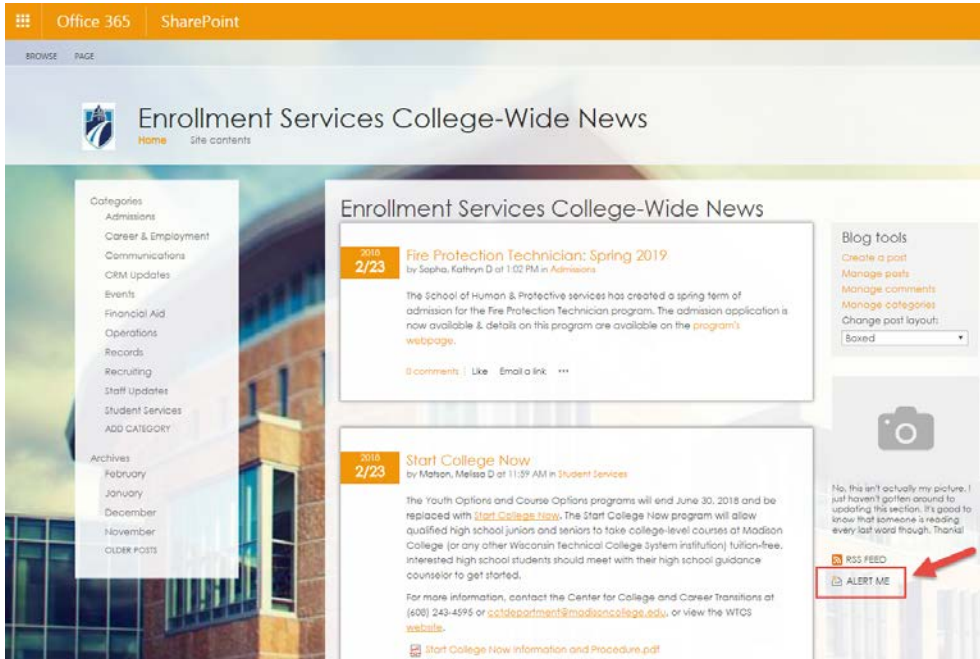


Setting up your Alerts for the Enrollment Services College-Wide News Blog:

1. Navigate to the [Enrollment Services College-Wide News blog](#). If you were not already logged into Office 365, you will be prompted to log in.
2. Click on the 'Alert Me' button.

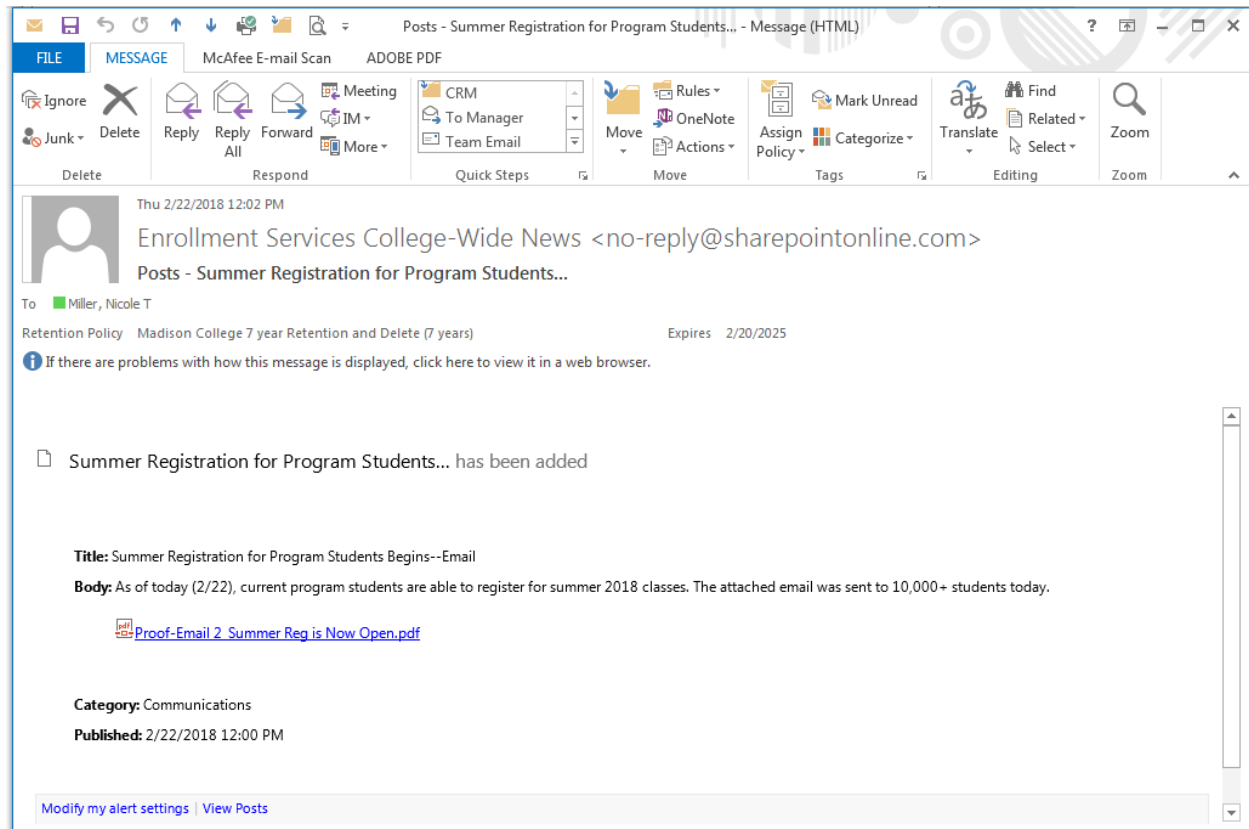


3. Fill out items 1-6 based on your preferences. Click OK (#7) when you are finished.

The screenshot shows the 'Alert Me' dialog box with the following fields and options:

- 1** Alert Title: Enter the title for this alert. This is included in the subject of the notification sent for this alert. (Field contains 'Posts')
- 2** Send Alerts To: You can enter user names or e-mail addresses. Separate them with semicolons. (Field contains 'Miller, Nicole T x')
- 3** Delivery Method: Specify how you want the alerts delivered. (Options: E-mail, Text Message (SMS), Send URL in text message (SMS))
- 4** Change Type: Specify the type of changes that you want to be alerted to. (Options: All changes, New items are added, Existing items are modified, Items are deleted)
- 5** 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. (Options: Anything changes, Someone else changes an item, Someone else changes an item created by me, Someone else changes an item last modified by me, Someone changes an item that appears in the following view: My Posts)
- 6** When to Send Alerts: Specify how frequently you want to be alerted. (mobile alert is only available for immediately send) (Options: Send notification immediately, Send a daily summary, Send a weekly summary)
- 7** OK button

Congrats! You have successfully set up your Alert. You can expect to get an email similar to the one below containing a summary of all articles published since your last alert occurrence.



You are always welcome to visit the blog at any time to review the articles. You can search the blog in the following ways:

- Use the **Search this site** search bar in the upper right for a full text search
- Scroll to read through the articles based on posting date
- Jump to **Categories** to find articles by classification
- Use the **Archives** to view articles by published month