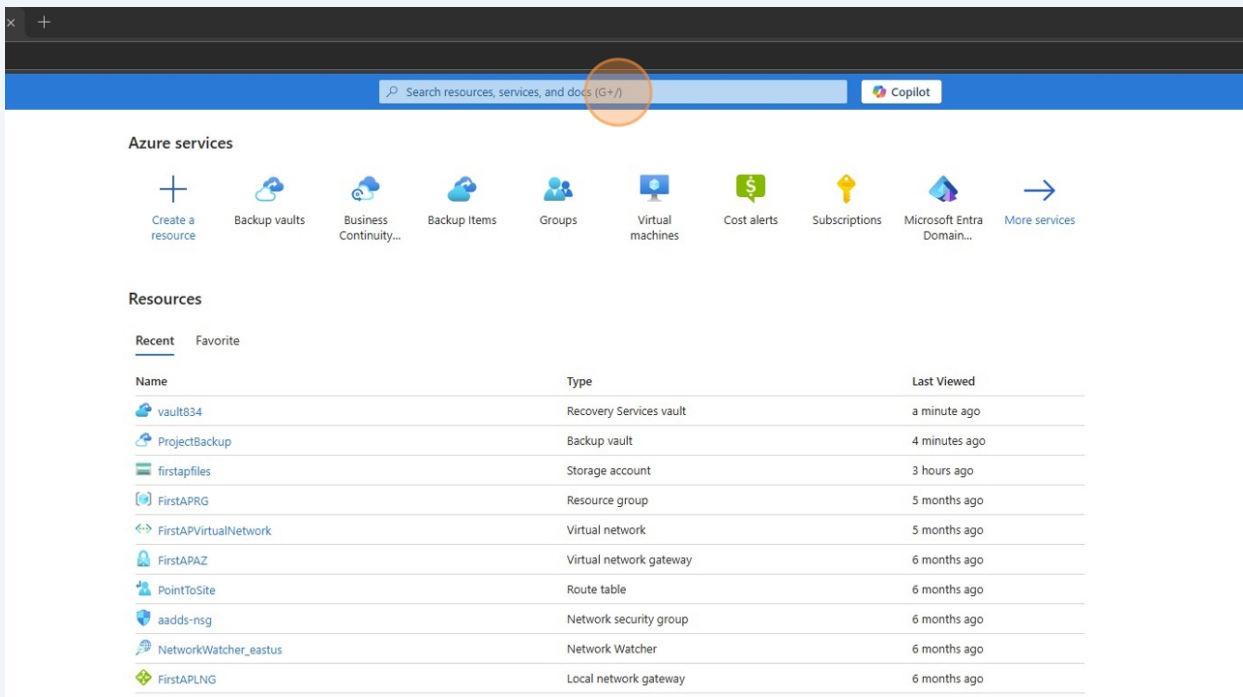# Azure: Recovery service alerts notification
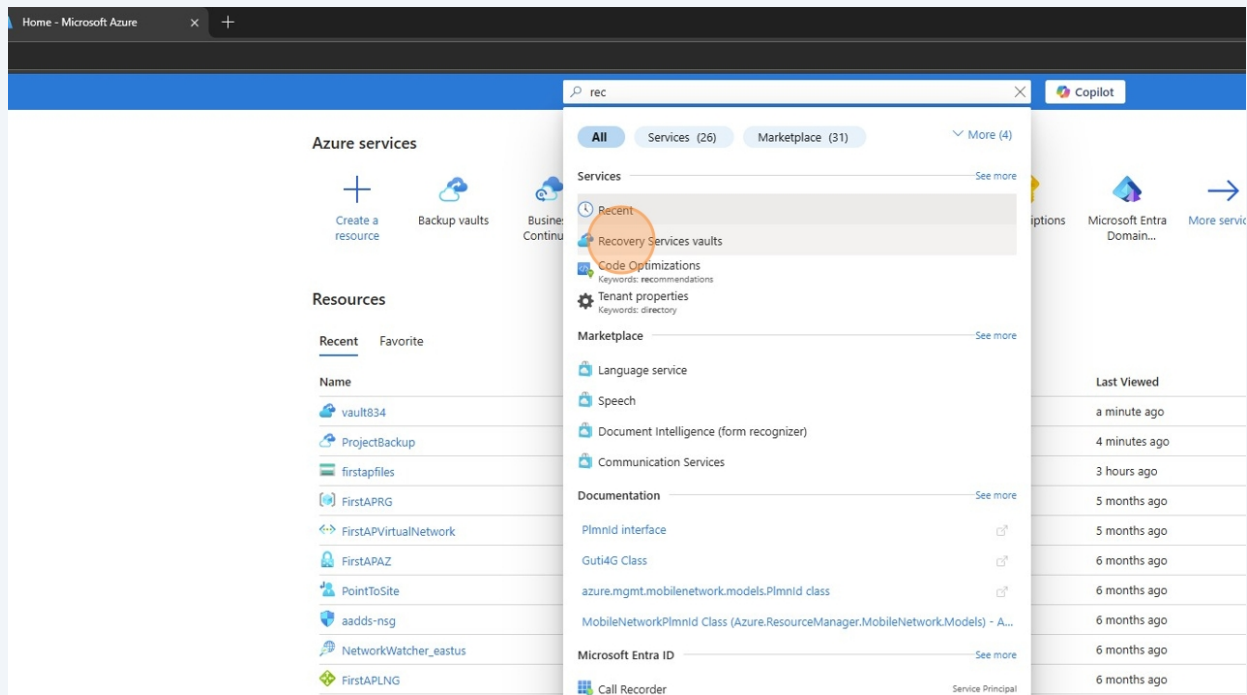
1 Sign into the azure portal using client admin login and Click "Search "
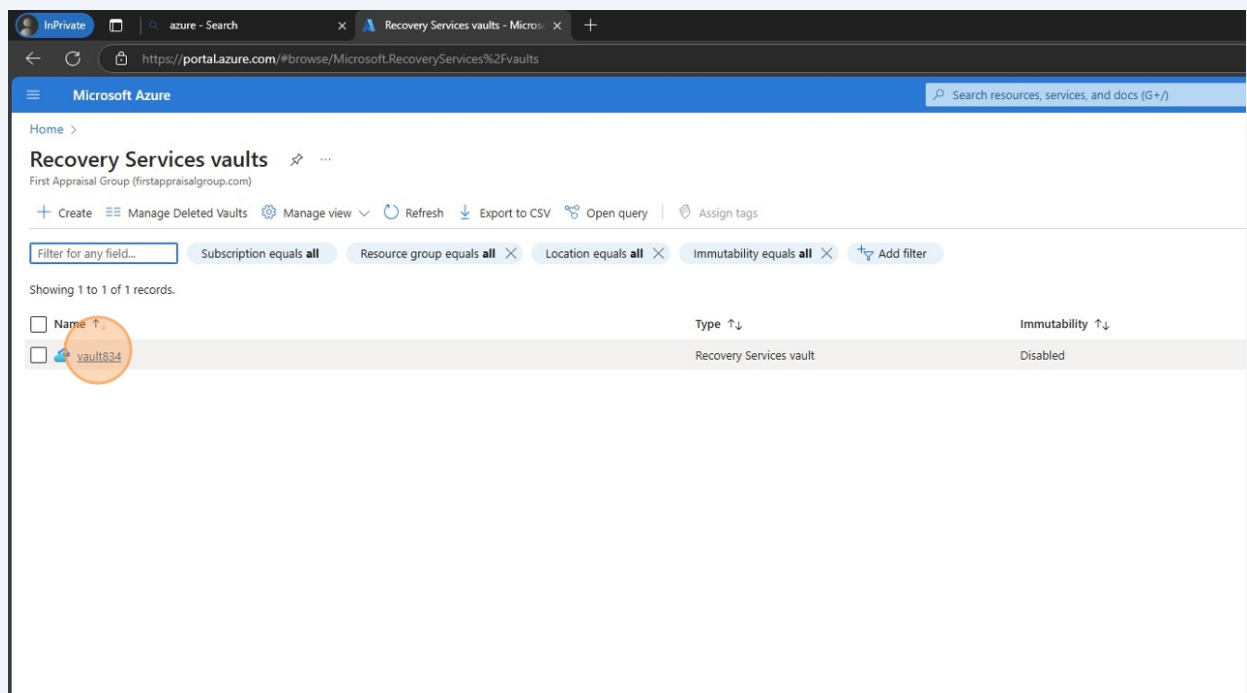
2 Search for recovery service vaults and click the vault you are wanting to set up email notifications for
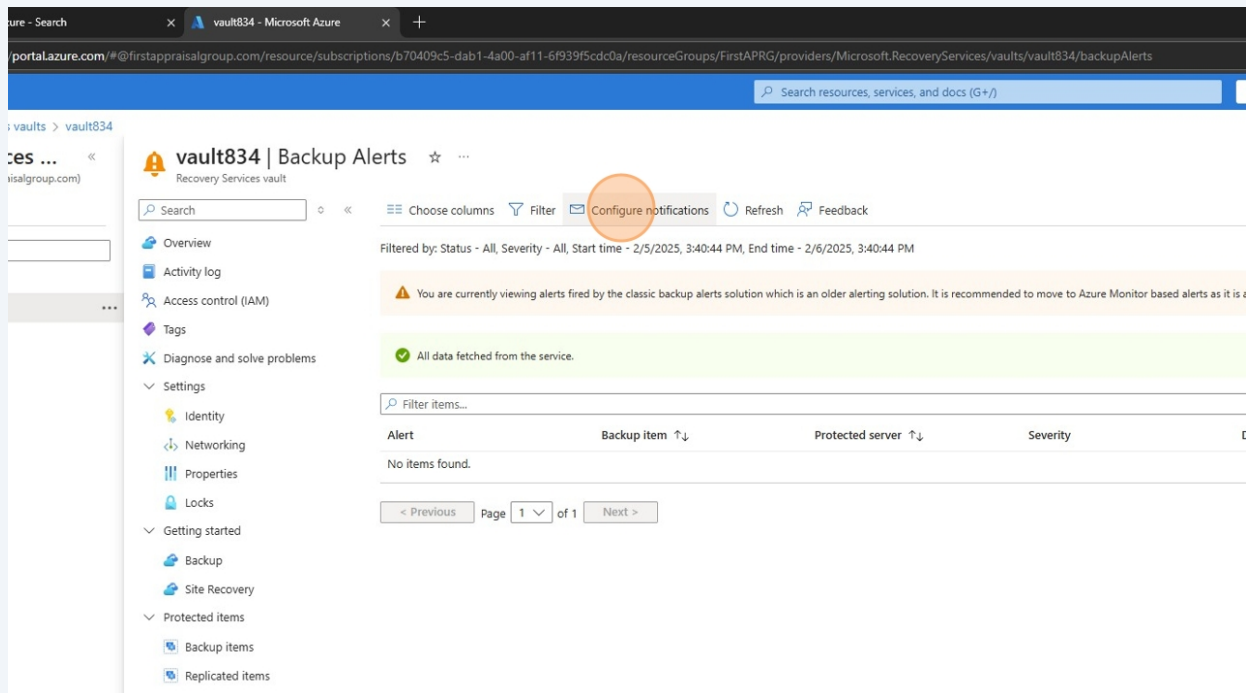

3 Click the vault you want to use

4 click "Monitoring"

5 Click "Backup Alerts "

6 Click "Configure notifications"

7 Click "On" on email notifications
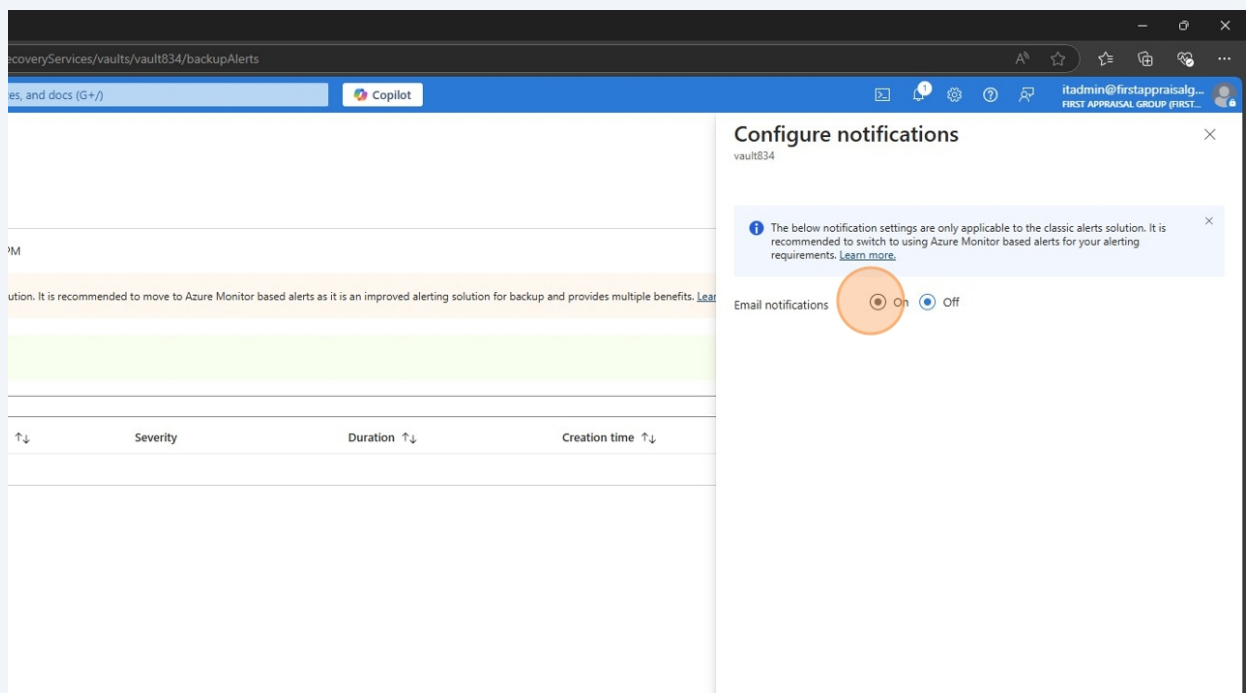
8 Click "Recipients (Email)" and add the support email

9 Click "Per alert"

10 Click "Severity"

11 Click "critical" and "warning"

12 Click "Save"