Creating Sharepoint Alerts

Alerts are email or text messages used to notify a subscriber that there have been changes to a list item (documents, list or an entire document library. They are a very useful way to keep track of changes to a document or group of documents.

[[http://i3.msdn.microsoft.com/Areas/Global/Content/clear.gif](javascript:void(0))**Managing Alerts**](javascript:void(0))

You can manage alerts from the **Site Settings** page.

**To view and edit your alerts**

1. At the top of the page, click **Welcome** *username*.
2. On the menu, click **My Settings**. The **Personal Settings** page appears.
3. Click **My Alerts**.

An administrator can view and delete (but not edit) alerts for any users on a site.

**To view or delete alerts**

1. Click **Site Actions**.
2. On the menu, click **Site Settings**. The Site Settings page appears.
3. Click **User Alerts**

Alerts are an e-mail and Short Message Service (SMS) notification service in SharePoint Foundation. Users can create alerts to notify them of changes to list items (item-level alerts), documents, lists (list-level alerts), or document libraries.