

# GSD. - OneDrive - Update Notifications on a Shared File or Folder in OneDrive

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**Category:** {'link':

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General Information:

Possible symptoms/errors:

User wants to know how to Receive Update Notifications on a Shared File or Folder in OneDrive

Alternative names of the system:

Notifications

IMPORTANT NOTICE:

N/A

Solution:

OneDrive can be used to share files, photos and other documents with other users. If user has shared a file or folder from OneDrive which others can view and edit, it is very helpful if they will also get notified once changes or any actions have been made on the specific shared file/document. This guide shows how to enable notifications for updates on a shared file/ folder in OneDrive.

Details:

1. Advise user to go to Office Portal Online and click on the OneDrive icon.
2. User must click Return to classic OneDrive at the bottom left corner.
3. In the next window, inform user to click the Settings icon (gear icon) and to click Show Ribbon to appear.
4. Advise user to select the shared folder/ file by clicking on the check mark which appears when moving the mouse pointer before the name of the file/folder.
5. Once the file has been selected, user must go to the Library tab on the ribbon and click Alert me > Set Alert on this library.
6. In the Send Alerts To box, inform user to set up their alert according to their notification preferences. User can select the following Alert Options:

Alert Title: User can enter the title for this alert. This is included in the subject of the notification sent for this alert. Send Alerts To: User can enter user names or e-mail addresses. Separate them with semicolons.

User can select the following Alert Options:

Delivery Method: Specify how user wants the alerts delivered. Change Type: Specify the type of changes that user wants to be alerted to. Send Alerts for These Changes: Specify whether to filter alerts based on specific criteria. User may also restrict their alerts to only include items that show in a particular view. When to Send Alerts: Specify how frequently user wants to be alerted. (mobile alert is only available for immediately send)

Once the settings have been set, click on OK.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

1. O365 Support: [https://fmcna.service-now.com/sp?id=kb\\_article&sysparm\\_article=KB0039429](https://fmcna.service-now.com/sp?id=kb_article&sysparm_article=KB0039429)
2. Office Portal Online: <https://portal.office.com/>