GSD. OneDrive – Changes Email notification in Outlook

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General Information:

Possible symptoms/errors:

User wants to know how to Receive Email Notification in Outlook when Changes have been made in a File in OneDrive

Alternative names of the system:

Changes

IMPORTANT NOTICE:

N/A

Solution:

It can be helpful that user gets notified when somebody has taken some actions on a specific file or document that they have shared. In OneDrive, user can set an alert which will send email notification in Outlook to notify them if anything is changed in a specific file that they shared.

Details:

Advise user to go to Office Portal Online and select the OneDrive icon.

User must click on Return to classic OneDrive at the bottom left corner.

Inform user to click on the settings icon and then to select Show Ribbon to turn the ribbon on.

Advise user to select the shared file or folder.

User must click on the Library tab on the ribbon and click on Alert me then select Set Alert on this library.

Under Send Alert To, advise user to enter the names of the users they wish to send the alert of the changes. Once done, user must click OK.

Assignment Group:

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

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

Office Portal Online: https://portal.office.com/