

How To Set Up Alerts In Sharepoint Connect

Reference: Creating Alerts in Sharepoint

1. Navigate to your Sharepoint site and log in using your individual credentials.

MARSH & MCLENN COMPANIES	CONNECT	
BROWSE PAGE		
S	Your Site Name	
Home		Documents
Documents		🕀 New 🏦 Upload 😂 Sync 😲 Share
Recent		
Pending Info Forms		Find a file
Processed Forms		V 🗋 Name
Submitted Forms		
Site Contents		Drag files here to upload
Recycle Bin		

- Click on the folder you wish to establish alerts for. (You need to set alerts for the following folders):
 - Submitted Forms
 - **Pending Forms** • MARSH & MCLENN/ COMPANIES • **Processed Forms** BROWSE PAGE S Home Documents Recent Pending Info Forms Processed Forms Submitted Forms Site Contents Recycle Bin EDIT LINKS



- 3. Once in that folder, click on the 'Library' option at the top left.
- 4. Next select 'Alert Me'
- 5. Then choose, 'Set Alert on this Library"

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BROWSE FI	LES LI	BRARY								
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Édit	View	🥍 Navigate Up	Current Page	Notes	Link	Me -	Feed Items	Sync	Outlook	Off
View Format		Manage Vie	ews	Tags and Notes		🔔 Set	alert n this library			Conne
Home \bigoplus New \bigstar Upload $\Huge{}$ Sync $\vcenter{}$ Set alert on this library										
Documents		AU 1	Documents	Find a file			Receive e-mail or	mobile no	tifications	;
Recent		~	D Name	Modified	Modified	L By	when any docume changed.	nt in this	library is	
Pending Info Forms										

6. Follow the prompts on the pop up to set your desired alert details, including frequency of alerts, then click '**OK'**

*You will need to repeat this process for each folder you wish to establish alerts for and alerts can be updated at any time based on your individual needs.

	Submitted Forms - 受	New Alert	×	1
rtes S	Alert Title Enter the title for this alert. This is included in the subject of the notification sent for this alert.	OK Cancel Submitted Forms	^	Li
le	Send Alerts To You can enter user names or e-mail addresses. Separate them with semicolons.	Users: Add your email address here		
to	Delivery Method Specify how you want the alerts delivered.	Send me alerts by: © E-mail © Text Message (SMS) Send URL in text message (SMS)		
	Change Type Specify the type of changes that you want to be alerted to.	Only send me alerts when: All changes New items are added Existing items are modified Items are deleted 	l	
	Send Alerts for These Changes Specify whether to filter alerts based on specific criteria. You may also	Send me an alert when: Anything changes Someone else changes a document	~	