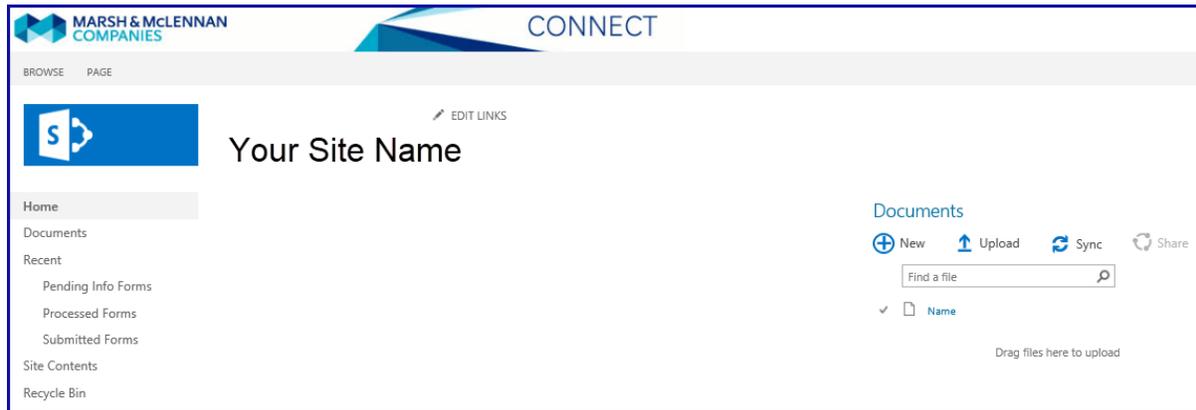


How To Set Up Alerts In Sharepoint Connect

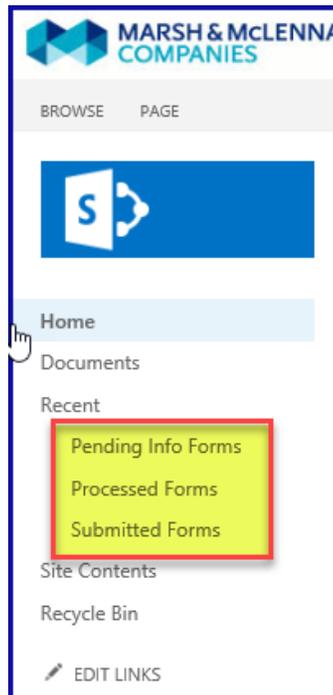
Reference: [Creating Alerts in Sharepoint](#)

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

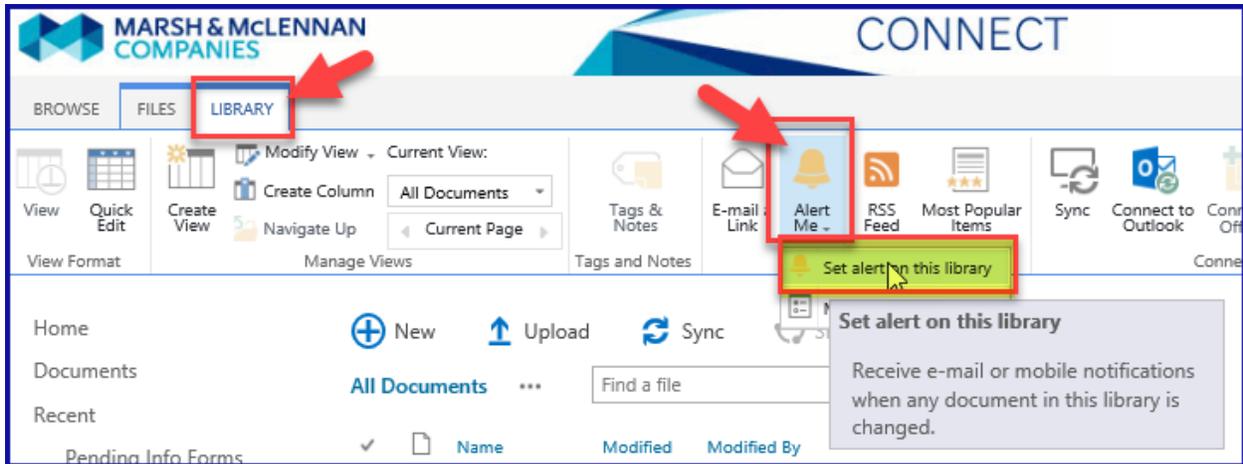


2. Click on the folder you wish to establish alerts for.
(You need to set alerts for the following folders):

- Submitted Forms
- Pending Forms
- Processed Forms



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'**



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 - New Alert

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.
Submitted Forms

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.
Users:
Add your email address here

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

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

OK Cancel