How to Set an Alert Me on a Particular Library

By Scott Badger

1. Enter the document library.

2. Click the Library tab and then click the down arrow below Alert Me and select Set alert on this library.
3. Select an option for the following sections.
   a. Change Type
   b. Send Alerts for these Changes
   c. When to Send Alerts
4. Click Ok.
5. You should receive an email letting you know that the alert has been successfully created.