Setting Up SharePoint 2007 E-mail Notification Alerts

To receive an e-mail notification whenever something has been changed on your SharePoint site:

1. First, you need to specify which area(s) of your site you would like to include in alerts. This could be a folder, calendar, task, discussion, or workspace. For many site owners, the most important alert is to know when new items have been added to a particular folder.

2. To add an alert to the Shared Documents folder, first click on the Shared Documents link on the left navigation bar.
3. Next, click on the black arrow next to Actions in the blue menu bar, and select Alert Me.

4. On the New Alert screen, change the Alert Title if desired, then adjust the other settings as desired. The default settings are listed in the large image below. Last, click on OK.
5. Use the same procedure to add alerts for other areas of your site, as desired. The email will be sent to your UW Colleges Outlook mail account.