

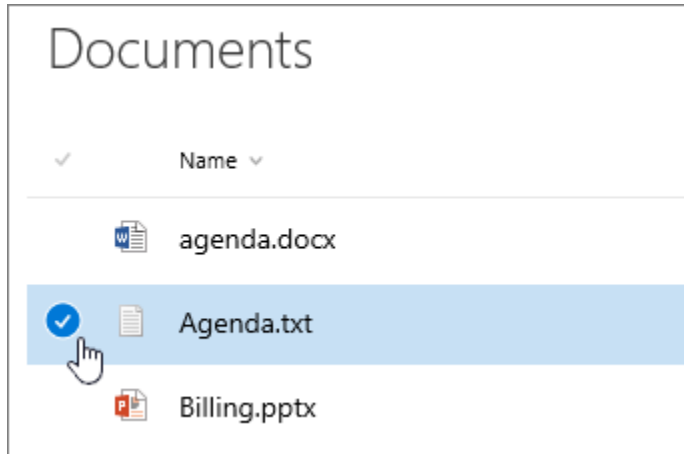
# Create an alert to get notified when a file or folder changes in SharePoint

To stay updated when your SharePoint documents or items on your site change, you can create alerts. Alerts can be sent to your team via email.

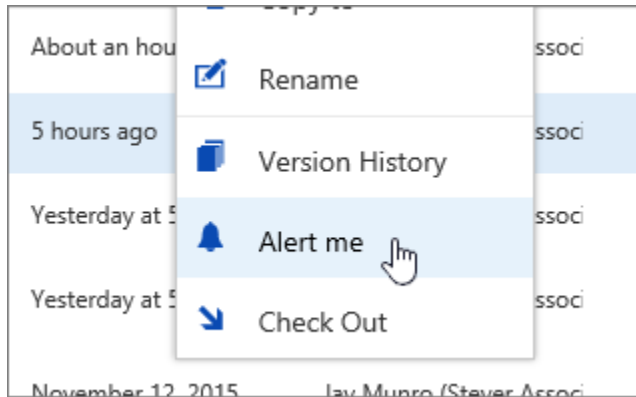
## Get alerts on item changes in college SharePoint Online

You can get an alert whenever a file, link, or folder is changed in a SharePoint Online document library. Depending on the item (file, folder, link), you may see different options when you set an alert.

Open the document library and hover over the file, link, or folder for which you want to get an alert, and click the check mark.



Click the ellipses (...) to the right of the item name, and then click **Alert Me**.



In the **Alert me when items change** dialog, select and change the options you want. For settings and descriptions, see [Alert Options](#) below.

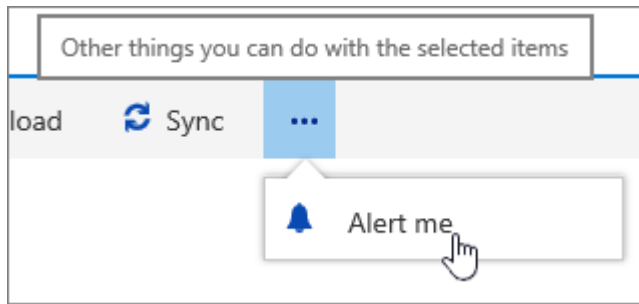
Click **OK** when done.

## Get alerts on all changes in a document library in SharePoint Online

You can get an alert whenever any file, link, or folder changes. Depending on the item (file, folder, link), there are a few different alert options.

Open the SharePoint Online document library and make sure no items are selected.

Click the ellipses (...) on the toolbar at the top of the page and then click **Alert Me**.

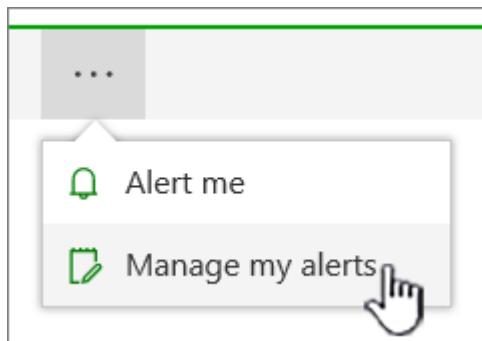


In the **Alert me when items change** dialog, change or fill in the options you want. For settings and descriptions, see [Alert Options](#) below.

Click **OK** when done.

## Cancel alerts in SharePoint Online

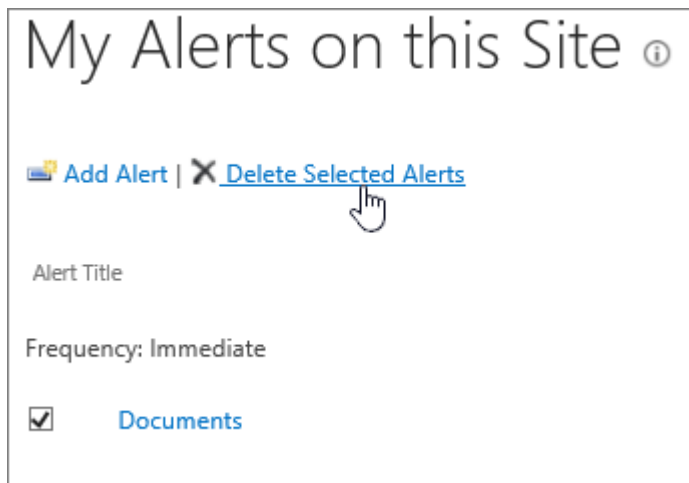
To view your alerts from a page on the site, click the ellipsis (...) on the top line, and then click **Manage My Alerts**.



**Note:** From a document library or list, click **Library** or **List** (instead of **Page**) to find the **Alert Me** button. The exact names of the tabs vary if you are in a specialized list, such as a tasks list or calendar list. For example, a calendar list has **Events** and **Calendar** tabs where you can find the **Alert Me** button.

Click the checkbox beside name of the alert that you want to delete.

Click **Delete Selected Alerts**, and then click **OK**.



Click **OK**.

## Alert options

In the **Alert me when items change** dialog, the following settings are available for alerts on an item, file, link (where supported) or folder.

Just a custom list - New Alert

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

Send Alerts To  
You can enter user names or e-mail addresses. Separate them with semicolons.  
Users:  
System Account x

Delivery Method  
Specify how you want the alerts delivered.  
Send me alerts by:  
 E-mail  
 Text Message (SMS) [text box]  
 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 restrict your alerts to only include items that show in a particular view.  
Send me an alert when:  
 Anything changes  
 Someone else changes an item  
 Someone else changes an item created by me  
 Someone else changes an item last modified by me  
 Someone changes an item that appears in the following view:  
 full view v

When to Send Alerts  
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)  
 Send notification immediately  
 Send a daily summary  
 Send a weekly summary  
 Time:  
 Wednesday v 9:00 AM v

OK Cancel

**Note:** Not all settings may be available for all alert types or versions of SharePoint.

- **Alert title** This is the subject for the email or text message. It's pre-filled with the name of the document library and item name, but you can change it.
- **Send Alerts To** This is the user name or email you want the alert sent to. To enter more than one, separate the addresses with semicolons.
- **Delivery Method** You can choose email or a text message for alerts. For text messages, add the phone number and check the box if you want the URL of the item to be sent. If you want SMS and it's grayed out, talk to your SharePoint admin or IT dept.
- **Change Type** This option appears on links and folders, and lets you get alerts when new items are added, or existing items are modified or deleted.
- **Send Alerts for These Changes** This lets you pick the type of changes for which you receive alerts. You can pick when someone changes any file, link, or folder, or when someone changes a file, link, or folder you created or last modified.
- **When to Send Alerts** This specifies how frequently you get alerts. You can get notifications immediately when changes happen, or a daily or weekly summary. For daily summaries, you can set the time of day to send. On weekly notifications, you can set the day and time to send. The default is to send notifications immediately, but if your site is active or you don't need to know right away, you might want to choose daily or weekly summaries.