# 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.
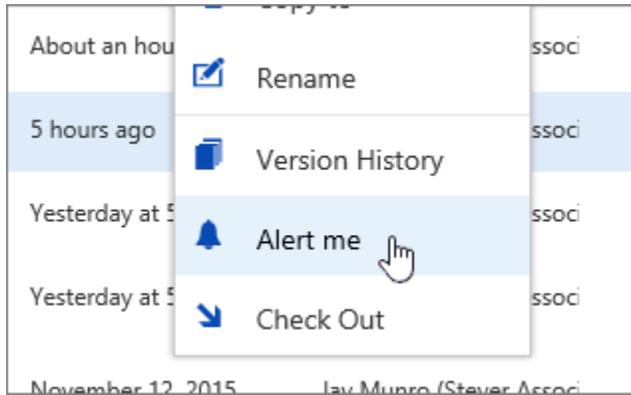
Get alerts on item changes in college SharePoint Online

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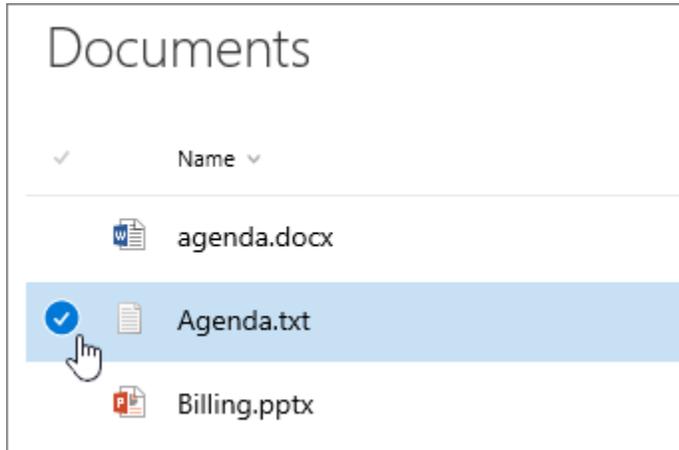
Click the ellipses (**...**) to the right of the item name, and then click **Alert Me**.

In the **Alert me when items change** dialog, select and change the options you want. For settings and descriptions, see Alert Options below.
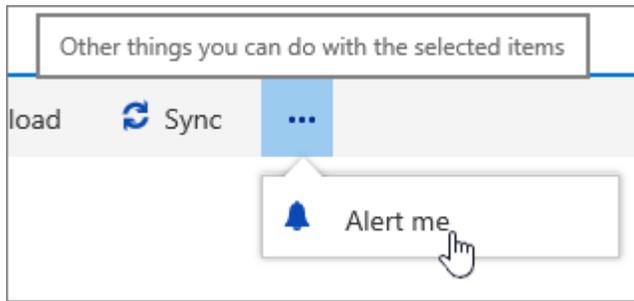
Click **OK** when done.

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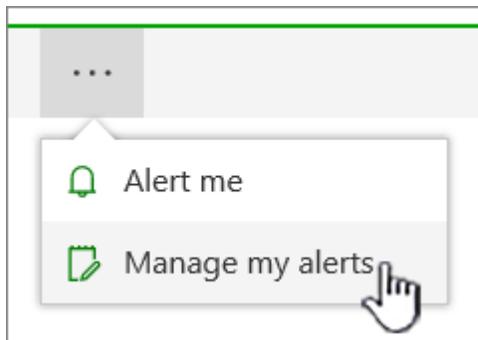
Note: From a document library or list, click **Library** or **List** (instead of **Page**) to find the **Alert Me** button. The exact names of the tabs vary if you are in a specialized list, such as a tasks list or calendar list. For example, a calendar list has **Events** and **Calendar** tabs where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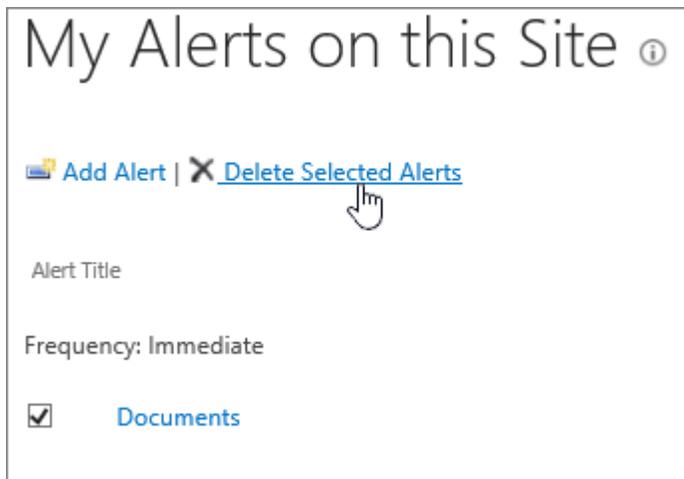
Click **OK**.

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 ✕

OK   Cancel

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 ✕

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 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 ▾

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 ▾   9:00 AM ▾

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.