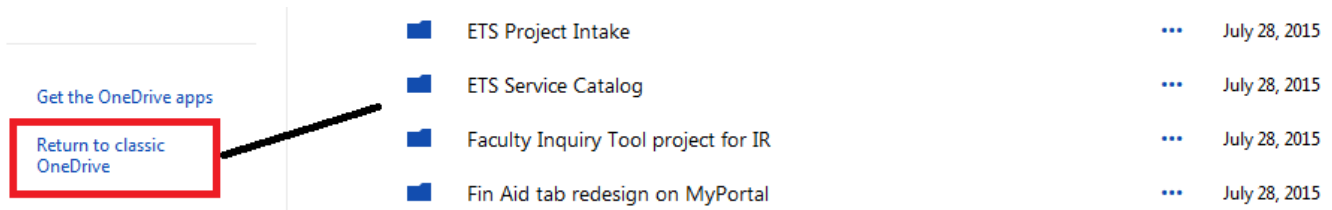


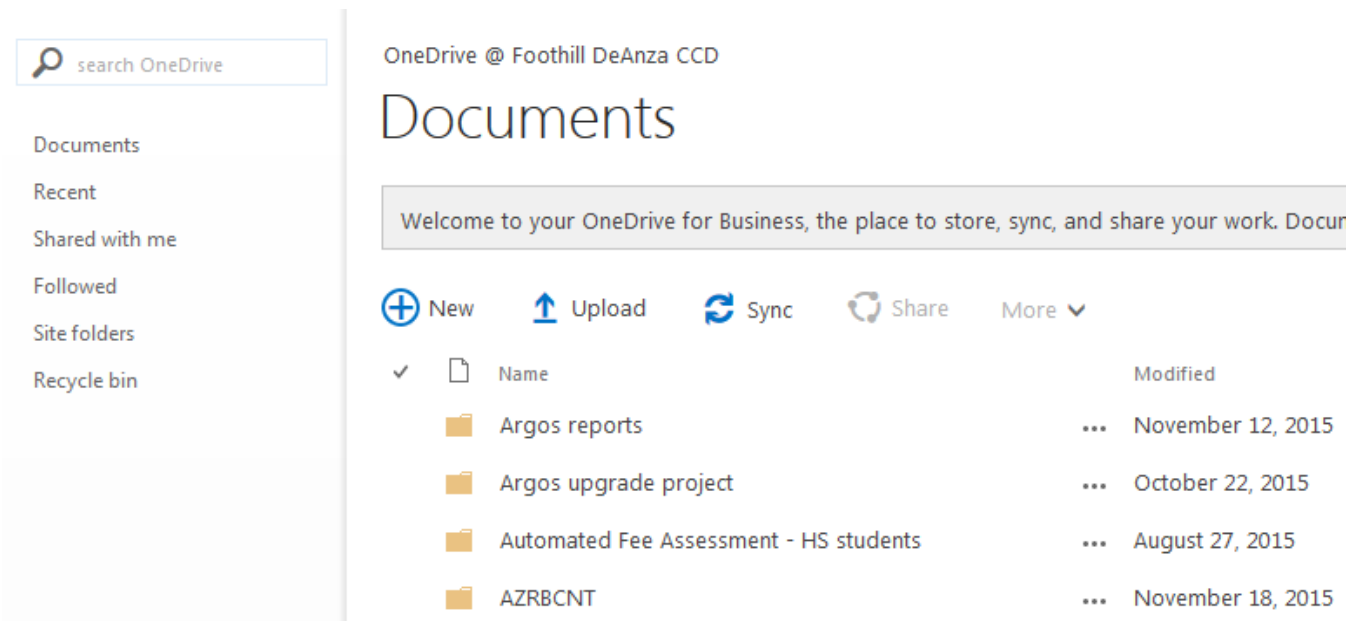
How to Set Document Alerts in OneDrive

In order to receive an email 'alert' every time a change is made to a shared document:

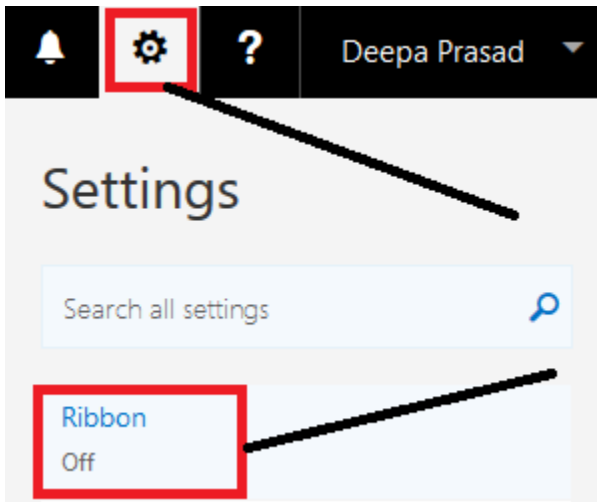
In OneDrive, make sure you have the Classic OneDrive view as follows (click on 'Return to classic OneDrive' at bottom-left:



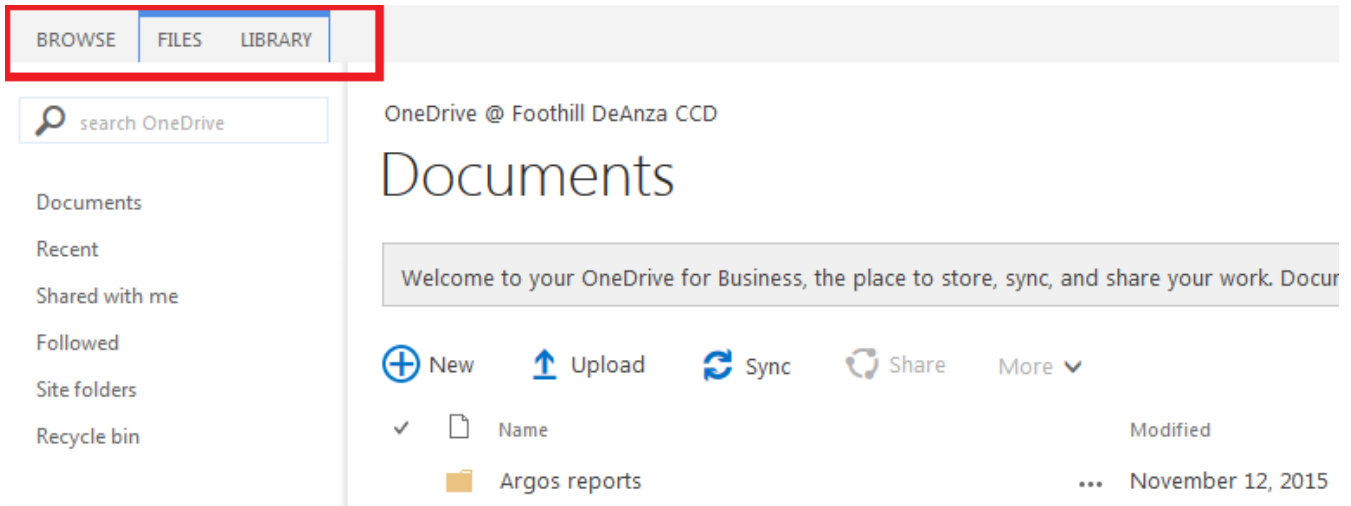
This is the classic view of OneDrive:



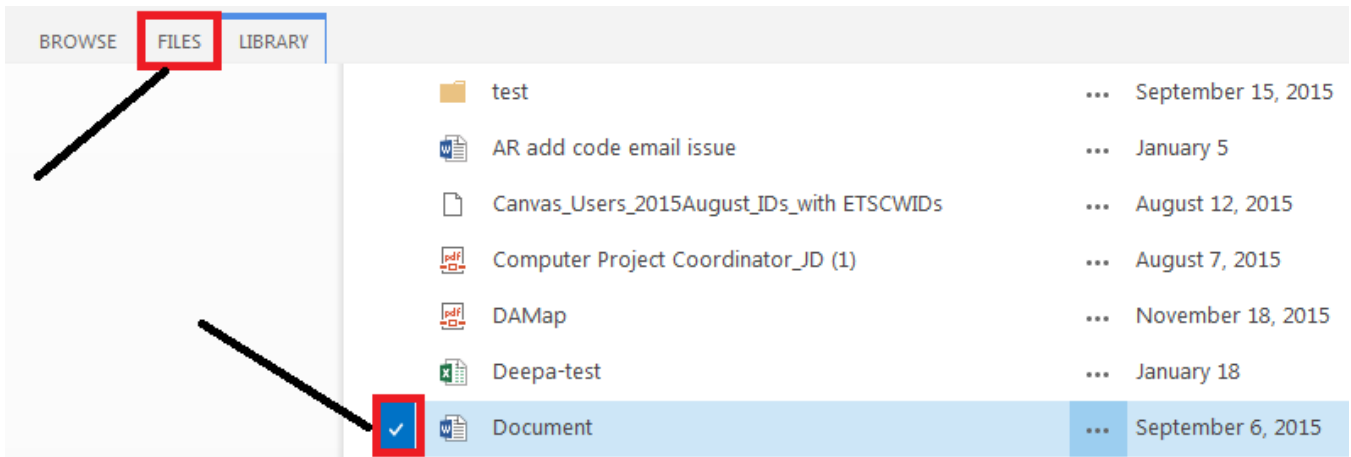
To see the 'Ribbon' menu bar on the top, click on the gear icon, and then on Ribbon to make sure it shows Ribbon ON

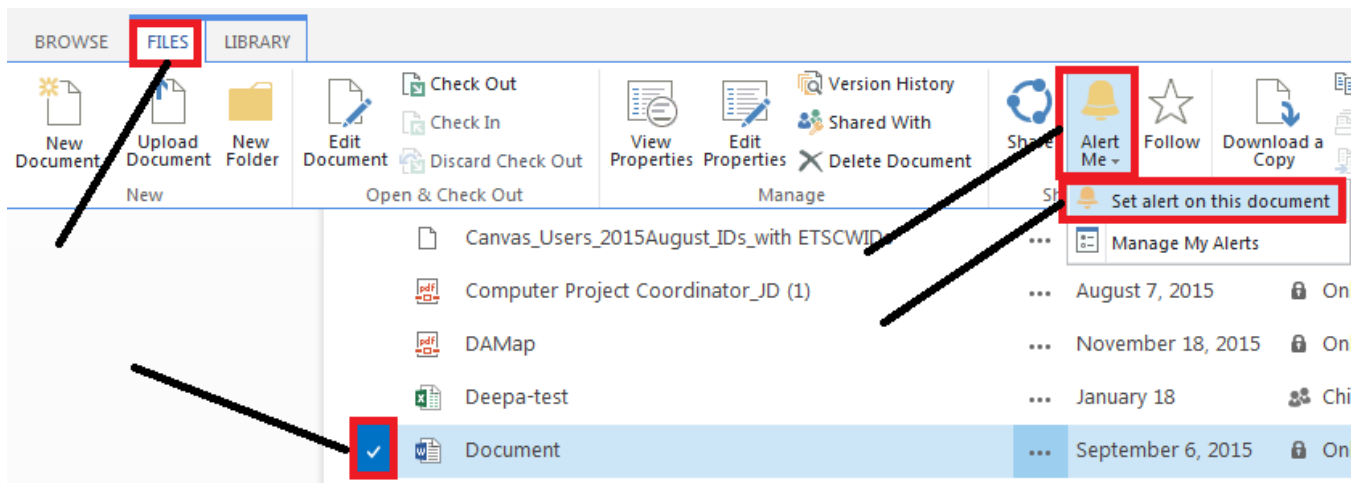


The ribbon should now appear in the classic OneDrive view on the top as follows:



Select the document in your OneDrive that you would like to set an Alert on, and then click on the FILES menu option, as follows:





Enter the settings as required in the form that will show next to set up the Alert on the selected document:

OK

Cancel

Alert Title

Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Documents: Document.docx

Send Alerts To

You can enter user names or e-mail addresses. Separate them with semicolons.

Users:

Deepa Prasad x

Delivery Method

Specify how you want the alerts delivered.

Send me alerts by:

- E-mail prasaddeepa@fhda.edu
- Text Message (SMS)
- Send URL in text message (SMS)

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 a document
- Someone else changes a document created by me
- Someone else changes a document last modified by me

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:

Tuesday 12:00 PM

