Setting Individual Alerts

- Go to School Site main page
- Click Page on tool bar – left hand corner

Select ‘Alert Me’ drop down
Select ‘Set an alert on the page’
• Update Alert Title to School Name Sites Alert or something similar

• Individual setting alerts name should be listed in Users

• Delivery Method – Email

• Send Alerts Change to ‘Someone else changes a web page’

• When to Send Alerts Change to ‘Send a daily summary’

• Click OK

The User will get a daily summary of all the changes made to the page with links directly to the changes. Alerts can always be customized and changed.
To Manage Alerts:
- Tool Bar
- Page
- ‘Alert Me’