

Teams – Adjusting Alerts for Documents Received (to receive via email or texts)

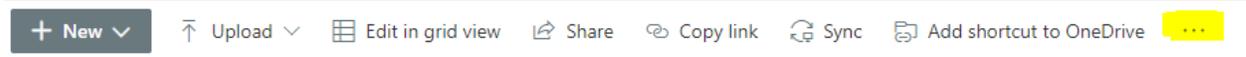
1. Go to your property “Team” General Channel. Select the Files tab on the right top.



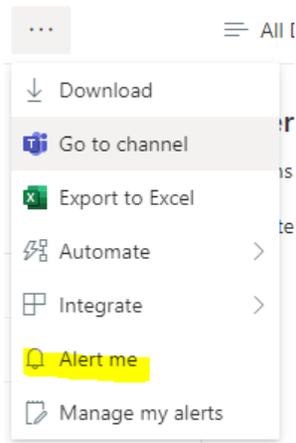
2. On the functions bar, select the tab that says “Open in SharePoint.” A SharePoint file should have automatically been created when your Team was created.



3. When SharePoint opens (in a new window in your web browser), click the three dots to the right (on your functions bar) for more actions.



4. Then select Alert me.



5. An options box will then appear that contains various options for alert notifications to choose from.

Alert me when items change

Alert Title

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

Documents: General

<p>Send Alerts To You can enter user names or e-mail addresses. Separate them with semicolons.</p>	<p>Users: Dorothy White x</p>
<p>Delivery Method Specify how you want the alerts delivered.</p>	<p>Send me alerts by: <input checked="" type="radio"/> E-mail DWhite@vvhdf.com <input type="radio"/> Text Message (SMS) <input type="checkbox"/> Send URL in text message (SMS)</p>
<p>Change Type Specify the type of changes that you want to be alerted to.</p>	<p>Only send me alerts when: <input checked="" type="radio"/> All changes <input type="radio"/> New items are added <input type="radio"/> Existing items are modified <input type="radio"/> Items are deleted</p>
<p>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.</p>	<p>Send me an alert when: <input checked="" type="radio"/> Anything changes <input type="radio"/> Someone else changes a document <input type="radio"/> Someone else changes a document created by me <input type="radio"/> Someone else changes a document last modified by me</p>
<p>When to Send Alerts Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)</p>	<p><input checked="" type="radio"/> Send notification immediately <input type="radio"/> Send a daily summary <input type="radio"/> Send a weekly summary</p> <p>Time: Thursday 11:00 AM</p>

6. Once you have chosen your options, click “ok.” Your options can be changed at any time by repeating these steps.

OK	Cancel
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