
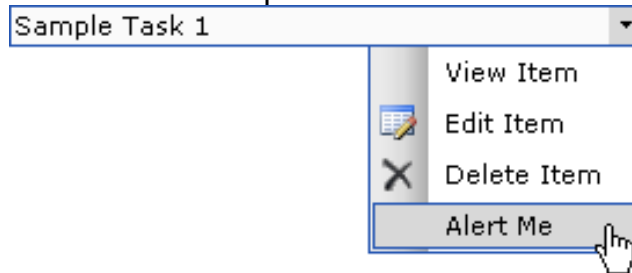
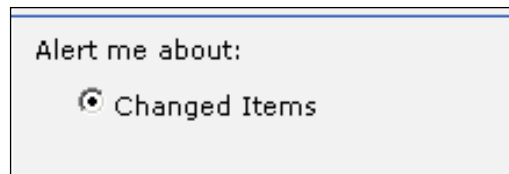


## How to Create an Alert for an Item

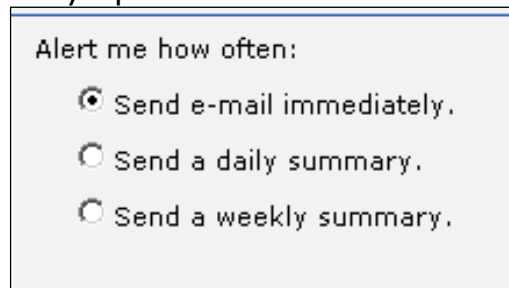
1. Open the library or list that contains the item on which you want to create an alert
2. Move the mouse point over the item and click the down arrow  to open the item menu.
3. Click **Alert Me** on the drop-down menu.



4. Select an option in the *Alert me about* section.



5. Select a frequency option in the *Alert me how often* section.



6. Click **OK** when you are finished.

