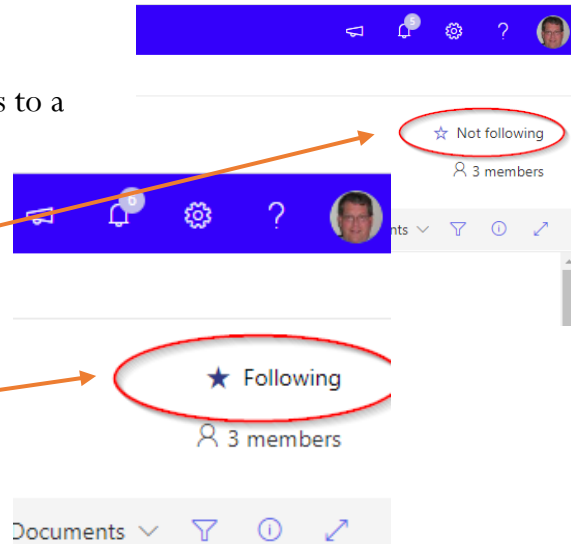


## Following a SharePoint Site

If you want to be notified about updates to a site or a document, you can *follow* a site by doing the following:

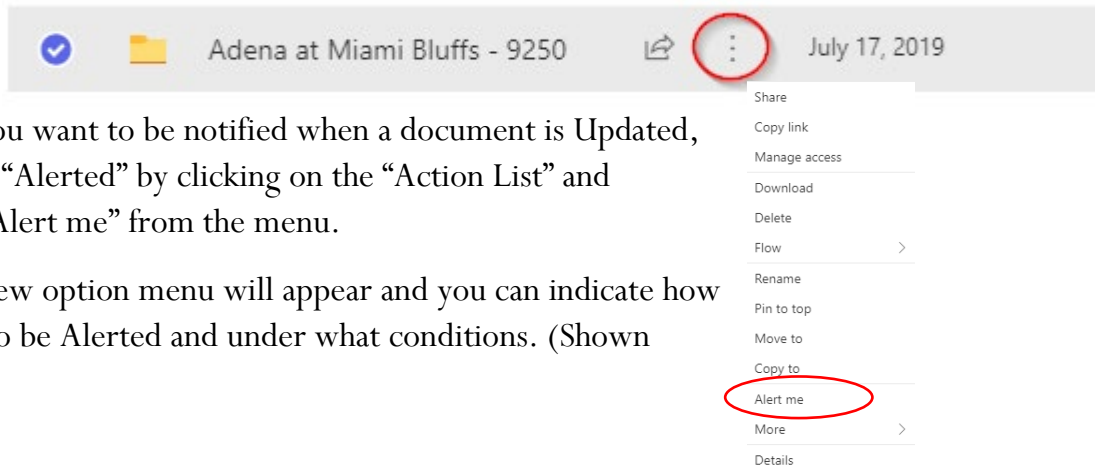
Click on the “Not following” link on the right-hand side of the SharePoint site.

It should change to “Following”. You will be Notified when changes to the site occur.



If you want to be notified when a document is Updated, you can be “Alerted” by clicking on the “Action List” and selecting “Alert me” from the menu.

A new option menu will appear and you can indicate how you want to be Alerted and under what conditions. (Shown Below)

A screenshot of the 'Alert me when items change' dialog box. The dialog box has a title bar and 'OK' and 'Cancel' buttons. It contains several sections: 'Alert Title' with a text input field containing 'Documents: Adena at Miami Bluffs - 9250'; 'Delivery Method' with radio buttons for 'E-mail' (selected), 'Text Message (SMS)', and 'Send URL in text message (SMS)'; 'Change Type' with radio buttons for 'All changes' (selected), 'New items are added', 'Existing items are modified', and 'Items are deleted'; 'Send Alerts for These Changes' with radio buttons for 'Anything changes' (selected), 'Someone else changes a document', 'Someone else changes a document created by me', and 'Someone else changes a document last modified by me'; and 'When to Send Alerts' with radio buttons for 'Send notification immediately' (selected), 'Send a daily summary', and 'Send a weekly summary'. There is also a 'Time' field at the bottom.