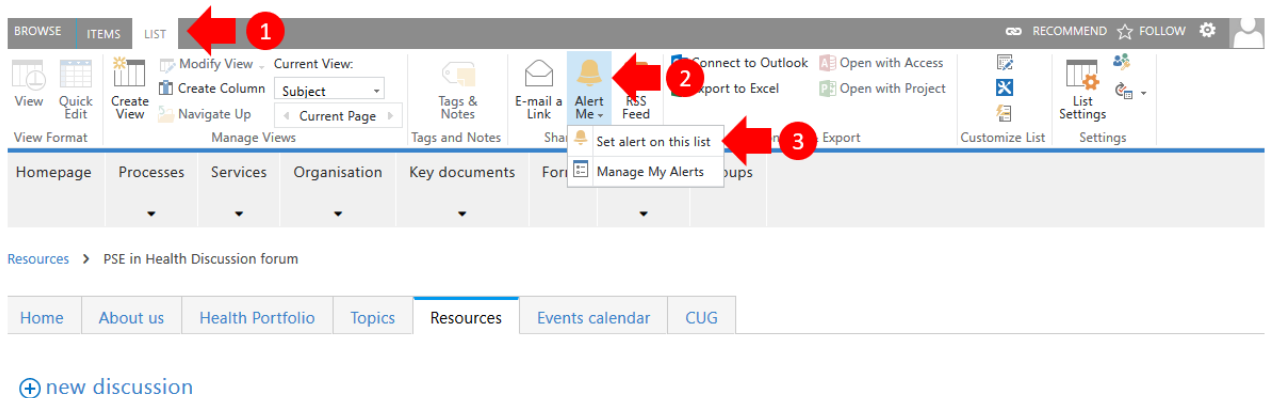
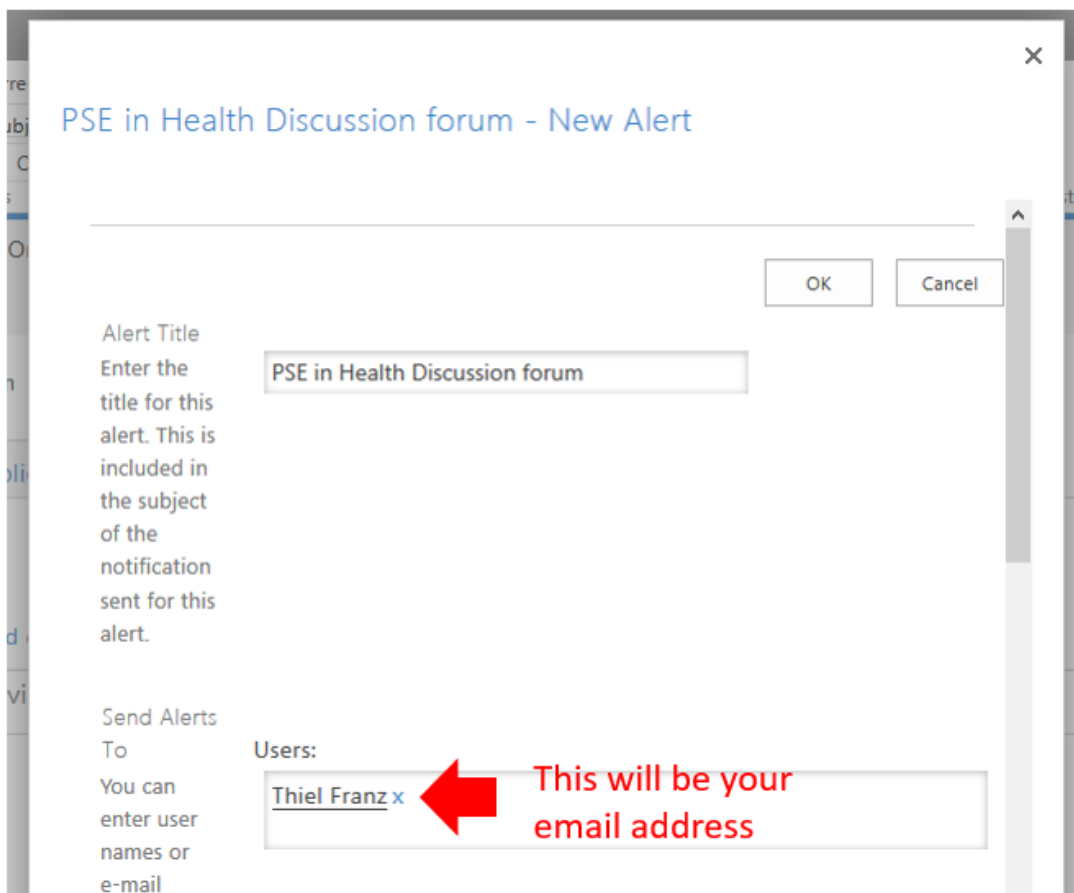


Guideline to set up an alert for the PSE in Health webinars discussion forum

- 1) After your successful registration to the SDC Health Shareweb, go to the page [PSE in Health discussion forum](#)
- 2) On top of the page, go to List > Alert me > Set alert on this list



- 3) In the new window, you can set how often you would like to receive alerts. We recommend the following settings. Click OK to confirm your selection.



Change Type

Specify the type of changes that you want to be alerted to.

Only send me alerts when:

☒ All changes

☐ New items are added

☐ Existing items are modified

☐ Items are deleted

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your

Send me an alert when:

☒ Anything changes

☐ Someone else changes a post

☐ Someone else changes a post created by me

☐ Someone else changes a post last modified by me

☐ Someone changes an item that appears in the following view:

Subject

To deactivate the alert, click on “Modify my alert settings” in any email from the forum. On the opened page, select the alert and click on “Delete selected Alert”

About us - Discussion Forum PSE in Health
SharePoint Discussion Board
<http://www.shareweb.ch/site/Health/aboutus/Lists/Discussion%20Forum%20PSE%20in%20Health/>

[About us](#)

test - new discussion item has been added

[Modify my alert settings](#) [test - new discussion item](#) [View Discussion Forum PSE in Health](#)

Subject:	test - new discussion item
Created By:	Thiel Franz
Body:	
Last Updated:	19/04/2021 12:12
Question:	No
Is Featured Discussion:	No

Last Modified 19/04/2021 12:12 by Thiel Franz

In case you have difficulties, please email gloria.spezzano@helvetas.org