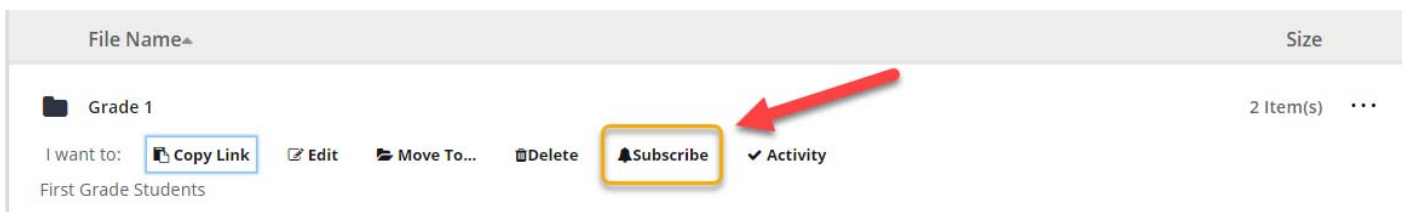


# How to subscribe and get notifications via email when folders are updated with new content

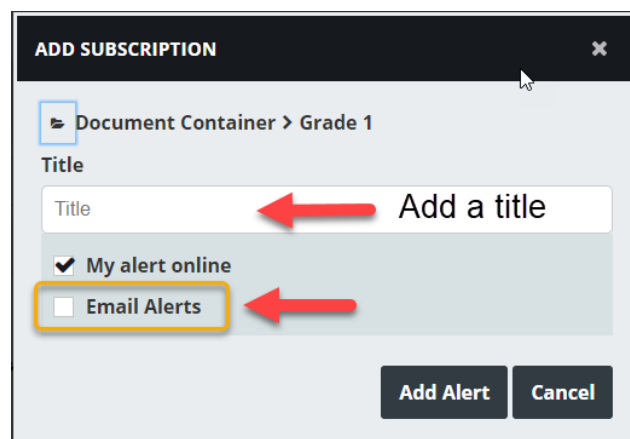
- Go to the page on the website for the folder you wish to receive notifications
- Click the three dots for the folder want to be notified about
- If you have multiple folders you need to receive alerts for your will need to repeat these steps for each folder



- Next, Click on the subscribe button for the desired folder



- Add title for your alert, you will need to uncheck the “my alert online box” and check the “Email Alerts” box



The 'ADD SUBSCRIPTION' dialog box is shown. It has a title bar with a close button. Below the title bar, it shows the path 'Document Container > Grade 1'. There is a 'Title' field with a red arrow pointing to it and the text 'Add a title'. Below the title field, there are two checkboxes: 'My alert online' (checked) and 'Email Alerts' (unchecked). A red arrow points to the 'Email Alerts' checkbox. At the bottom, there are 'Add Alert' and 'Cancel' buttons.

# How to subscribe and get notifications via email when folders are updated with new content

- Add the email address where you want to receive the notifications

**ADD SUBSCRIPTION** [X]

Document Container > Grade 1

Title  
Johnny's School Work

☐ My alert online    Uncheck this box

☒ **Email Alerts**    Check this box email alerts

Email Address  
mychildsschoolwork@myemail.com    Add your email address

- Select your "Email Type", HTML is like a website with images and Text is all words without images. HTML is the most common option.

**Email Type**

Html

Html

Text

- Select the frequency that best fits how often you want to receive your notifications.

**Frequency**

Send an alert summary daily

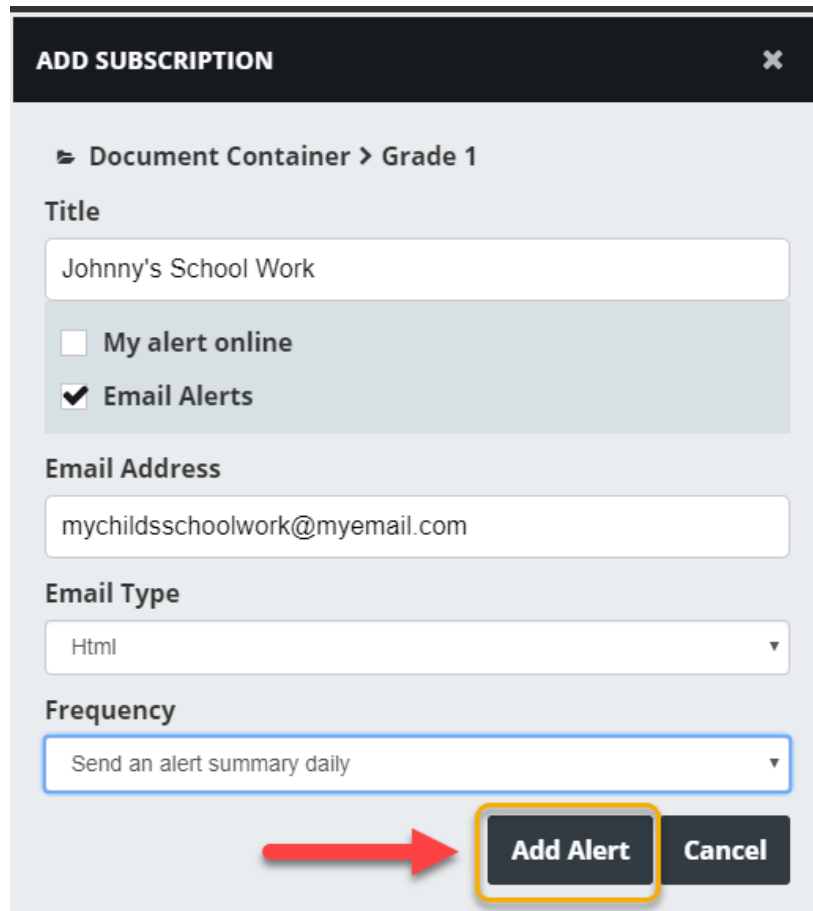
Send an alert summary immediately

Send an alert summary daily

Send an alert summary weekly

# How to subscribe and get notifications via email when folders are updated with new content

- Once you have completed all fields on the “Add Subscription” form, Click Add Alert



- You will then get a pop-up box that will confirm that your subscription has been created.

