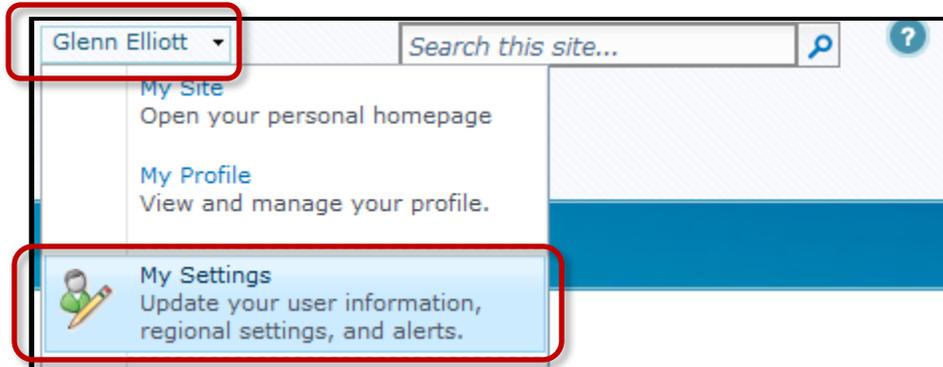


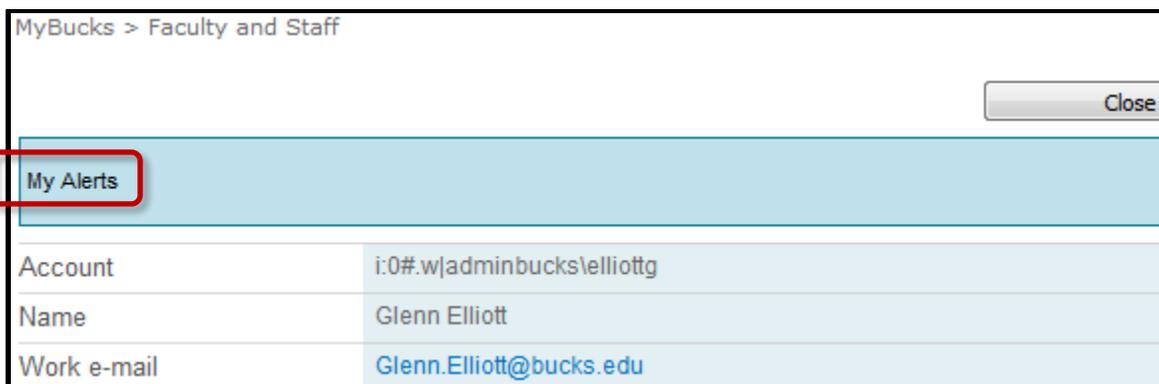
## Setting up Email Alerts for MyBucks Announcements, Events, and Water Cooler

MyBucks has a feature that allows you to get announcements, campus events, and/or water cooler sent directly to your email.

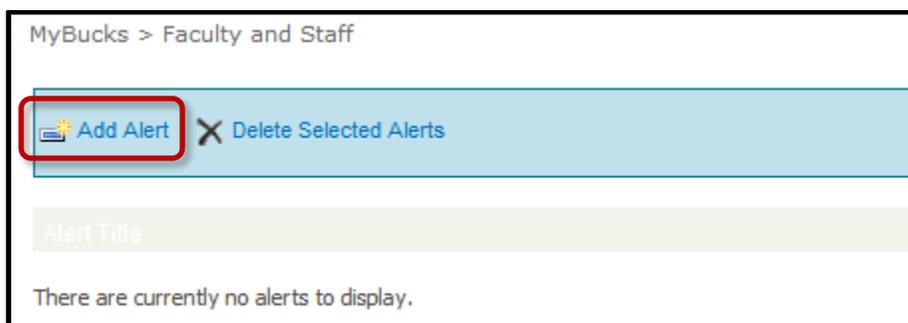
1. Open your web browser and sign in to MyBucks, <http://portal.bucks.edu/>. In the upper right hand corner of MyBucks, click <your name>. A menu will appear underneath, click **My Settings**.
  - **Note:** you can click My Settings in Internet Explorer or Firefox – it will not function in Chrome. If you wish to use Chrome, visit the [alerts page](#) directly.



2. Your MyBucks User Information page will be displayed. Click **My Alerts**.



3. The My Alerts on this Site page will be displayed. This page will allow you to add new alerts as well as delete existing alerts. Click **Add Alert**.



4. The New Alert page will be displayed. You can choose one option at a time on the right side of the page. There are alerts for several features, including **Bucks Campus Events**, **Datatel Portal Announcements**, and **Facstaff Water Cooler**. Choose an option and click **Next** at the bottom of the page.

The screenshot shows a list of alert categories on a light blue background. Each category has a radio button, an icon, a title, a description, and a 'View this list...' link. The categories are:

- Bucks Campus Events: Use this list to post information about campus events. [View this list...](#)
- Datatel My Bookmarks: List of Datatel My Bookmarks for this site. [View this list...](#)
- Datatel Portal Announcements: List which stores portal announcements [View this list...](#)
- Datatel Portal News: List which stores portal news articles [View this list...](#)
- Datatel RSS Feeds: List of RSS Feeds users can select from in the Datatel RSS Reader. [View this list...](#)
- Facstaff Water Cooler: [View this list...](#)
- Suggestion Box: Make your voice heard! [View this list...](#)
- Water Cooler: College community announcements and notices [View this list...](#)
- Workflow Tasks: This system library was created by the Publishing feature to store workflow tasks that are created in this site. [View this list...](#)

At the bottom, there are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red box.

5. The New Alert for Datatel Portal Announcements page will be displayed. You can change the title, details, and frequency of the alert on this page. When you are satisfied with the changes, click **OK**.
- **Alert Title:** Create a custom title that will be displayed in the subject line for any incoming email.
  - **Delivery Method:** Your Bucks email address will be listed here.
  - **Change Type:** Receive an alert when a new item is added, modified, or deleted.
  - **When To Send Alerts:** Adjust the frequency of inbound emails anywhere from instantaneously to a daily or weekly summary.

|  |  |
|--|--|
| <input type="button" value="OK"/> <input type="button" value="Cancel"/>  |  |
| <b>Alert Title</b><br>Enter the title for this alert. This is included in the subject of the notification sent for this alert. | <input type="text" value="Datatel Portal Announcements"/>  |
| <b>Delivery Method</b><br>Specify how you want the alerts delivered.   | Send me alerts by:<br><input checked="" type="radio"/> E-mail      Glenn.Elliott@bucks.edu<br><input type="radio"/> Text Message (SMS) <input type="text"/><br><input type="checkbox"/> Send URL in text message (SMS) |
| <b>Change Type</b><br>Specify the type of changes that you want to be alerted to.  | Only send me alerts when:<br><input checked="" type="radio"/> All changes<br><input type="radio"/> New items are added<br><input type="radio"/> Existing items are modified<br><input type="radio"/> Items are deleted |

6. The My Alerts on this Site page will be displayed again. The new alert you just created is now displayed here. If you wish to add another alert, follow the same process.

|  |                           |
|--|---------------------------|
| MyBucks > Faculty and Staff  |                           |
| <input type="button" value="Add Alert"/>   <input type="button" value="Delete Selected Alerts"/> |                           |
| Alert Title  |                           |
| <b>Frequency: Immediate</b>  | <b>Delivery Method(s)</b> |
| <input type="checkbox"/> <input type="text" value="Datatel Portal Announcements"/>               | E-mail                    |

7. A confirmation will be sent to your email address with the details of the alert.

**You have successfully created an alert for 'Datatel Portal Announcements'**  
 Faculty and Staff [Administrator@bucks.edu]  
**Sent:** Tuesday, May 10, 2011 3:48 PM  
**To:** Glenn Elliott

Alert 'Datatel Portal Announcements' has successfully been added on '[Faculty and Staff](#)'.

You will receive alerts in e-mail. The timing and criteria for the alerts depend on the settings entered when the alert was added.

You can change this alert or any of your other alerts on the [My Alerts on this Site](#) page.