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.

   - **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.

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.
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.

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