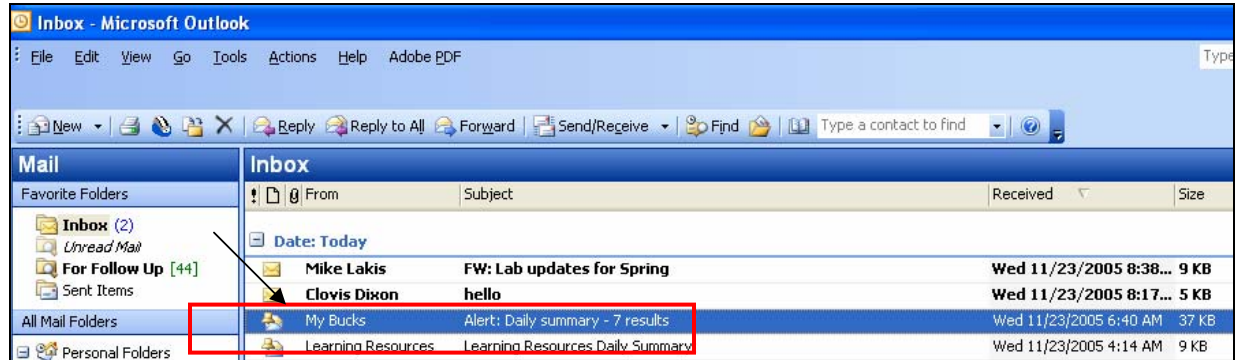


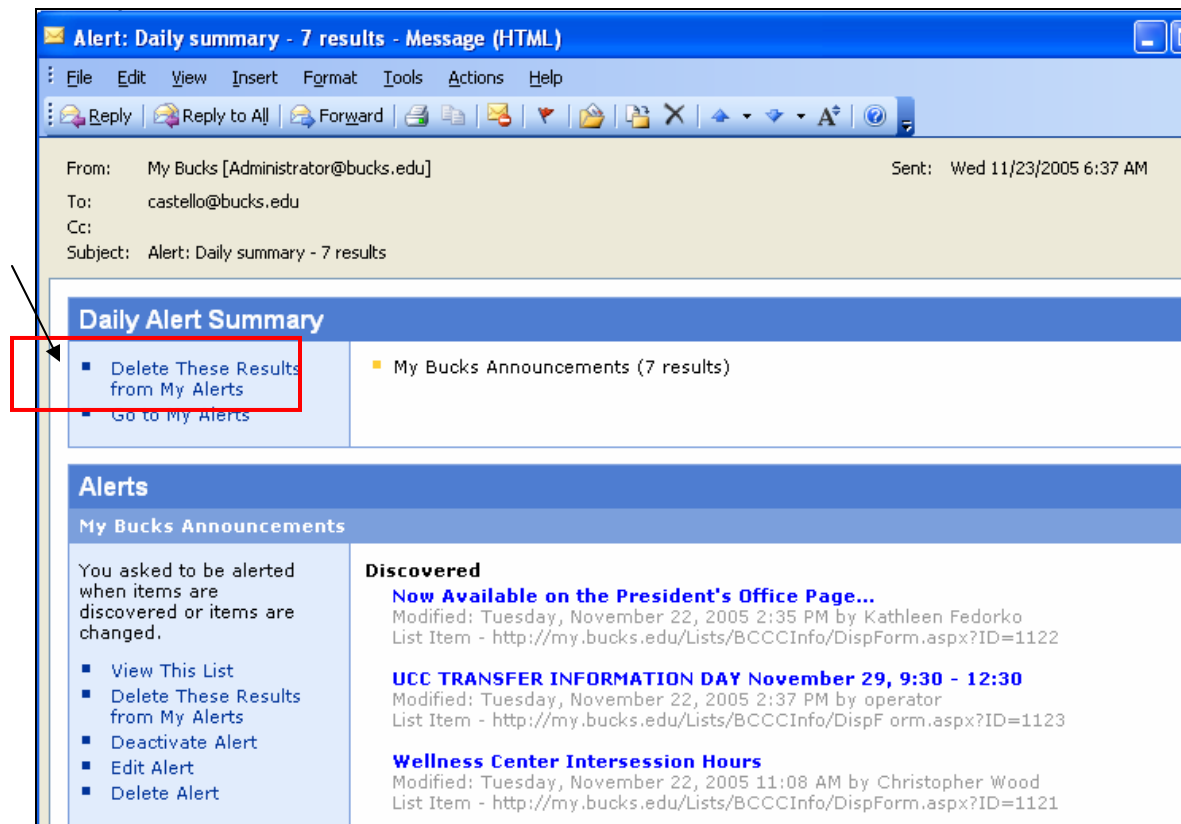
Removing Results from My Alerts via Email

My Bucks can only store a limited number of messages in My Alerts. Simply deleting the email notification message you receive does not remove the alerts from storage. You must follow the steps below to remove these results from My Alerts so that you will continue to receive alerts.

1. This procedure assumes that you have already set the “Alert Me” feature for My Bucks as directed at the LTA, “Setting the My Bucks ‘Alert me’ Feature” at <http://www.bucks.edu/tlc/lta.html>.
2. When you see an email message similar to this: *From: My Bucks, Subject: Alert – Daily Summary – 7 results*, you are ready to follow the steps below.



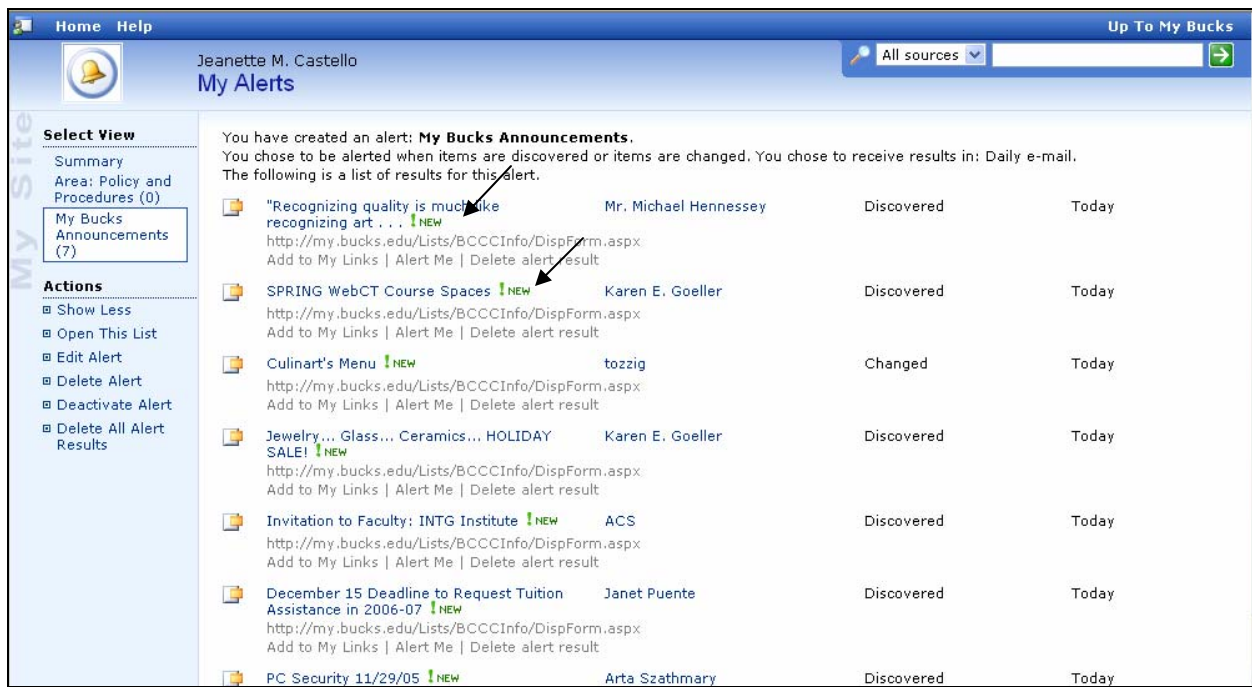
3. When you open this message, you will be taken to the following screen. Click on *Delete These Results from My Alerts* from the Daily Alert Summary. This will NOT delete any of the actual messages, ONLY the results that are stored from My Alerts.



4. After *Deleting the Results from My Alerts*, you will come to this next screen. Click *OK*.



- You will be taken to a screen which lists any alerts discovered after your email notification was sent. They will all have a green **!NEW** after the title of the message.



- If you need additional help, please contact Jeanette Castello at castello@bucks.edu or x8002.

Your feedback is important – what did you think of this Low Threshold Activity? Please take a minute and fill out a short survey at the following link:

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!