

Saving an EBSCO Databases Search as an Alert

Search Alerts save valuable research time, and can be set up to provide automatic email notification whenever new search results become available.

Before you begin, create an EBSCO account. Important: when completing the new account form, Unhide your password after typing it the second time or you will deactivate the Continue button at the bottom of the form.

To save your search as an alert from the Share link:

1. Run a search and view your search results.
2. Click the **Share** link and select **Email Alert** from the resulting pop-up menu. The Create Alert window appears over the result list.

Create Alert ?

Search Alert: "global warming Full Text on 2013-09-20 08:49 AM"

E-mail (You must sign in to send e-mail alerts) [Sign In](#)

General Settings

Frequency: Once a day

Articles published within the last: One Year

Results format: Brief

RSS Feed

<http://epweb704.epnet.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=954986>

Save Alert **Cancel Alert**

3. If you have not done so already, click the **Sign in** link in the alert window to sign into your My EBSCOhost folder.
4. Set your alert parameters and click **Save Alert**. (See reverse for more information.)

Create Alert

Search Alert: "global warming Full Text on 2013-09-20 08:49 AM"

E-mail

Subject

Hide addresses from recipients

E-mail from

E-mail format
 Plain Text HTML


E-mail to
 Separate each e-mail address with a semicolon. Leave E-mail to field blank if you do not wish to receive e-mail alerts.

General Settings

Frequency

Articles published within the last

Results format

 **RSS Feed**
<http://epweb704.epnet.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=954986>

[Advanced Settings](#)

In the **Email** area of the window:

1. **Subject** - In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert email.
2. **E-mail from** - Defaults to: *EPAAlerts@EPNET.COM*. You can enter a different "From" email address if desired.
3. **Email to** - Enter your **Email Address**. If you are entering multiple email addresses, place a semicolon between each email address.
4. **Email format** - Select Plain Text or HTML.

In the **General Settings** area of the window, select the frequency, format, and time period published for the article results you will receive. To view all available alert settings, click the **Advanced Settings** link.