

Save an EBSCOhost Search as an Alert

You can be notified weekly, monthly, etc. via e-mail about new articles on your topic(s) of interest.

1. Perform the search you wish to have run for you on a regular basis.
2. Click on the green tab below the search boxes: **Search History/Alerts**
3. Click **Save Searches/Alerts**. The Saved Search/Alert Screen appears. If you have not already signed in to My EBSCOhost, you will be prompted to do so.
4. Enter a **Name** and **Description** for the Alert.
5. To run the Alert against a different database than the one you are in, select the **Database** from the drop-down list.
6. Choose **Alert** radio button.
7. Select how often the search will be run from the **Frequency** drop-down list, select one: once a day, once a month, etc.
8. To limit which articles are searched, from the **Articles published within the last** drop-down list, select one: one month, etc.
9. In the **Run Alert for** field, select one: one month, two, etc.
10. Select the **Results format** to use: Brief or Detailed.
11. To limit **EBSCOhost access to only the articles in alert** (rather than the entire site), mark the checkbox to the left of this field.
12. In the **E-mail Options** section, indicate how you would like to be notified. Select one: **E-mail all alerts and notices (the default)**. Make sure this is checked.
13. Enter your **E-mail Address**.
14. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
15. **Title** - you can optionally enter a title for the e-mail. The default value for the **Title** field is: *EBSCOhost Alert Notification*.
16. **E-mail [From] address** - Defaults to: *EPAAlerts@epnet.com*. You can enter a different "From" e-mail address if desired.
17. Select the **E-mail format** to use: Plain Text or HTML.
18. To have your search string included with your results, mark the **Include query string in results** checkbox. To include the alert frequency, mark the **frequency** checkbox.
19. When you have finished making changes, click **Save**.

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