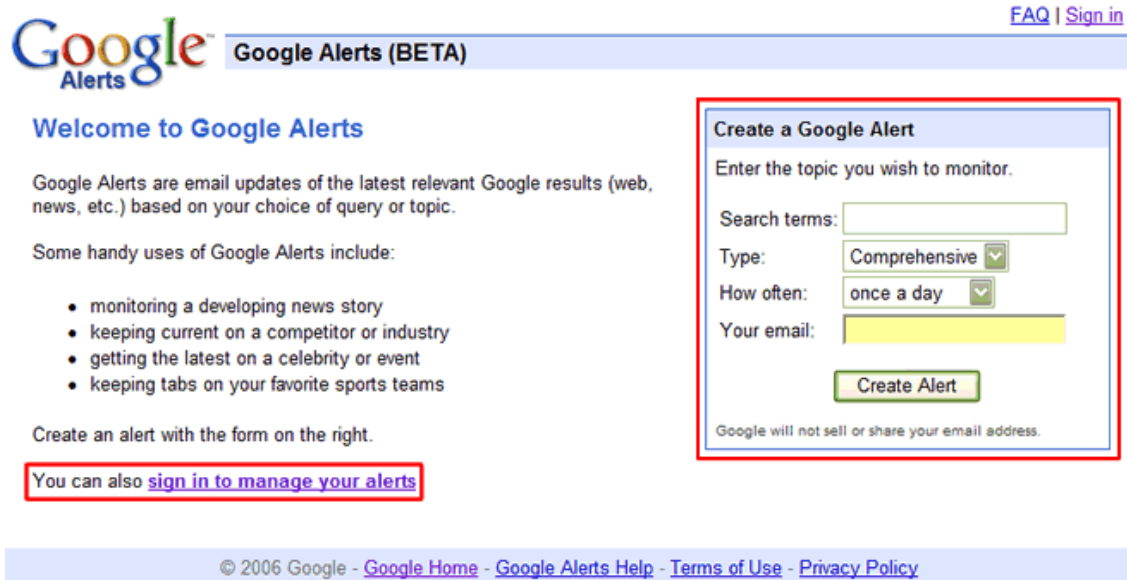


How to Set up a Google Alert

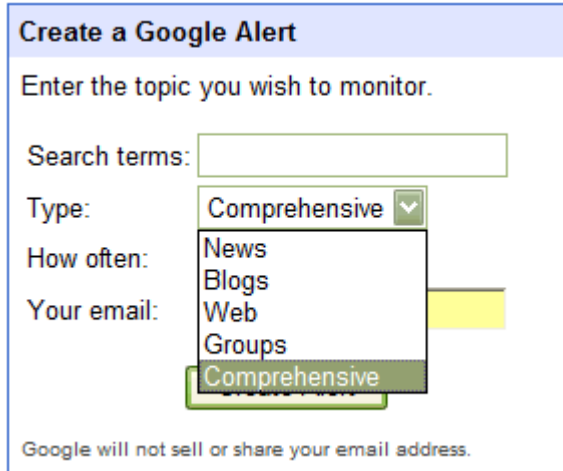
There are two ways to set up a Google Alert. You can create one on the fly by going to <http://www.google.com/alerts> and filling out the box "Create a Google Alert" (see below). If you use this method, your Google Alert won't be active until you click on the link in the confirmation email sent to the email address you enter when setting up the alert.

The second method requires that you create an account and sign in. This way enables you to manage all your alerts in one place and edit them once they are set up.



The screenshot shows the Google Alerts (BETA) interface. At the top right, there are links for [FAQ](#) and [Sign in](#). The main heading is "Welcome to Google Alerts". Below this, it explains that Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic. It lists some handy uses of Google Alerts, such as monitoring a developing news story, keeping current on a competitor or industry, getting the latest on a celebrity or event, and keeping tabs on your favorite sports teams. A note says "Create an alert with the form on the right." A red box highlights the text "You can also [sign in to manage your alerts](#)". On the right side, there is a "Create a Google Alert" form with the following fields: "Search terms" (text input), "Type" (dropdown menu set to "Comprehensive"), "How often" (dropdown menu set to "once a day"), and "Your email" (text input). A "Create Alert" button is at the bottom of the form. A small disclaimer at the bottom of the form states "Google will not sell or share your email address." At the bottom of the page, there is a footer with copyright information: "© 2006 Google - [Google Home](#) - [Google Alerts Help](#) - [Terms of Use](#) - [Privacy Policy](#)".

Regardless of what account option you choose, you will need to select the types of updates you will receive and how often you receive them. There are several types of searches Google Alerts can do depending on what options you check in the "Type" field.



Here's how the Google Alert Help file describes the options:

- News - is an email aggregate of the latest news articles that contain the search terms of your choice and appear in the top ten results of your Google News search.
- Web - is an email aggregate of the latest web pages that contain the search terms of your choice and appear in the top twenty results of your Google Web search.
- Blogs - is an email aggregate of the latest blog posts that contain the search terms of your choice and appear in the top ten results of your Google Blog search.
- Groups - is an email aggregate of new posts that contain the search terms of your choice and appear in the top fifty results of your Google Groups search.
- Comprehensive - is an aggregate of the latest results from multiple sources into a single email to provide maximum coverage on the topic of your choice.

Make your search more accurate by using quotes.

Remember, using quotes around your search phrase makes a difference. If you don't use quotes, you are telling the search engines you are telling the search engine "I want these words and they be anywhere on the page." If you use quotes, you are telling the search engine "I want these words in this order." You will get much more accurate results if you use quotes.