

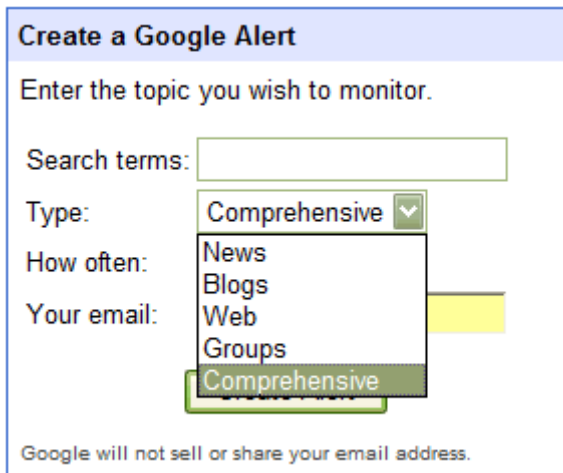
How to Set up a Google Alert

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 "Google Alerts (BETA)". Below this, there is a "Welcome to Google Alerts" section with a brief description of Google Alerts and a list of handy uses. A red box highlights the "Create a Google Alert" form, which includes fields for "Search terms", "Type" (set to "Comprehensive"), "How often" (set to "once a day"), and "Your email". A "Create Alert" button is at the bottom of the form. Below the form, there is a link: "You can also [sign in to manage your alerts](#)". At the bottom of the page, there is a footer with copyright information and links to [Google Home](#), [Google Alerts Help](#), [Terms of Use](#), and [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.



Create a Google Alert

Enter the topic you wish to monitor.

Search terms:

Type:

How often:

Your email:

Google will not sell or share your email address.

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.