# EBSCO*host* Alerting Services

Setting Up a Journal Alert

You can set up an e-mail alert to automatically notify you each time a new issue for a selected journal title is available.

To set up a journal alert:

1. Click the **Publications** link. To locate the publication, enter the title in the **Browse Publications** field and click **Browse**, or use the **A** - **Z** links and left/right arrows to browse through the list of titles.

2. From the journal's Publication Details Screen, click the **Journal Alert** link. If you have not signed in to My EBSCO*host*, you will be prompted to do so.

3. The Journal Alert Screen appears, on which the **Journal Alert Name**, **Date Created** and **Database** name have automatically been filled in.
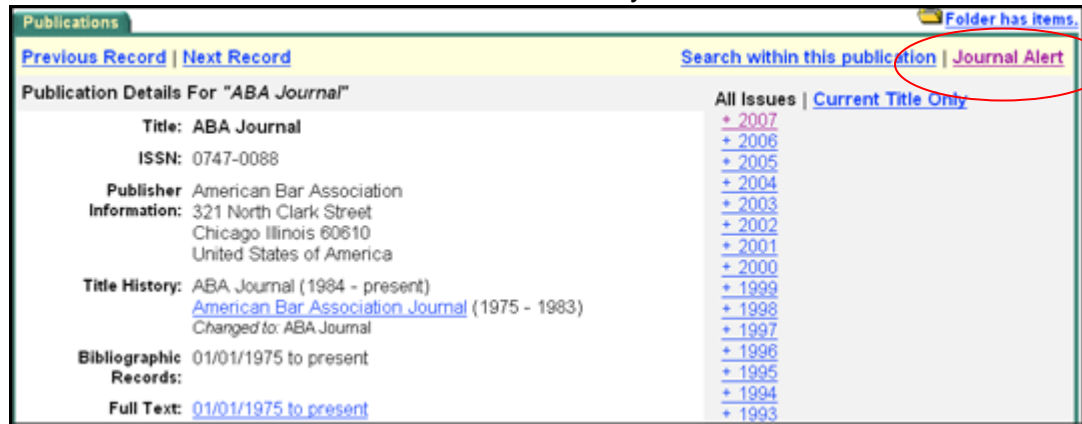
4. In the **Run Alert for** field, select how long the journal alert should run:

   - One month (the default)

   - Two months

   - Six months

   - One year

   - Perpetuity – when this option appears, you can create a non-expiring alert.

Journal Alert Screen

Journal Alert   📁 **Folder has items.**

Enter information in the fields below. You will be notified each time a new issue is made available on EBSCOhost for the following journal: *ABA Journal*

Alert Name	ABA Journal
Date Created	2/27/2007
Databases	Academic Search Premier
Interface	EBSCOhost
Run Alert for	One Year ▼
Alert Options	**Alert results format** ◉ Brief ○ Detailed ○ Bibliographic Manager ☑ Limit EBSCOhost access to only the articles sent ☐ Alert on full text only
E-mail Properties	◉ Email all alerts and notices ○ Email only creation notice ○ No e-mail (RSS only) E-mail Address (please separate e-mail addresses with a semicolon) ☐ Hide addresses from recipients Subject Title EBSCOhost Alert Notification E-mail [From] address qaalerts@epnet.com E-mail Results format ◉ Plain Text ○ HTML ○ Link to TOC page on EBSCO*host* ◉ Article links embedded within the e-mail message Include in e-mail ☑ Query ☑ Frequency

[Save] [Cancel]

In the **Alert Options** *area*

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.

2. To **limit EBSCO*host* access to only the articles in the alert** (rather than the entire site), mark the checkbox to the left of this field.

3. **Alert on full text only** – Mark the check box to indicate that you want to set up an alert for only the full text

*In the **E-Mail Options** area*

1. Indicate how you would like to be notified. Select one:

   - E-mail all alerts and notices (the default)
   - E-mail only creation notice
   - No e-mail (RSS only) – if you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).

2. **E-mail Address** - to be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.

3. **Hide Addresses from recipients** – if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.

4. **Subject** - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.

5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.

6. **E-mail [From] address** - defaults to *EPAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.

7. Select the **E-mail format to use**: Plain Text or HTML.

8. Indicate whether you want to include: **Link to TOC page on EBSCO*host*** or **Article links embedded within the results**.

9. **Include in e-mail** - To have your search string included with your results, mark the **Query** check box. To include the frequency (how often the alert will run), mark the **Frequency** check box.

10. When you have finished making changes, click **Save**. You will be returned to the Publication Details Screen. A message is displayed that indicates a journal alert has been set for the publication.