Creating and Using Alerts

Setting up alerts in OneDrive for Business is a good way to monitor changes in a folder or document. Likewise, you can also subscribe to a RSS Feed on OneDrive for Business to follow updates and changes.

To create alerts:

1. Navigate to your OneDrive for Business Documents page.

2. Click the Library tab at the top left of the page to open the Library ribbon.

3. Click the Alert Me button (marked with a bell icon) and select Set alert on this library.

4. A pop-up window will appear, allowing you to set up the alert.
To alter alerts:
1. Follow the above steps 1-3, selecting Manage my alerts from the Alert Me button drop-down menu.
2. In this window, you can create, alter, or delete alerts.

To subscribe to an RSS feed:
1. Navigate to your OneDrive for Business Documents page.
2. Click the Library tab at the top left of the page to open the Library ribbon.
3. Click the RSS button in the Share & Track section. This will bring up a link for RSS reader use.

RSS FEED for Test User: Documents

With Really Simple Syndication (RSS) it’s easy to track changes to important lists and libraries. If you have an RSS reader, simply subscribe to this RSS feed, and your reader will record the changes for you. You can also browse the RSS feed here in your browser.

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