Why Use Search Alerts?

- Make long-term projects and senior seminar papers easier
- Let your inbox collect results when you are unable to do research
- Generate citations using the OneSearch alerts so that you won’t have to format them later

Helpful Tips

- Set up many different search alerts for different sets of keywords. Searching for all of the keywords at once will often narrow your results too much
- Consider how frequently you want to receive alerts. Remember that you WILL be getting emails and notices about them A LOT

Contact Us!

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Library Guide to Email Alerts

How to Use the OneSearch & Google News to Set Email Alerts & Make Research Easier
To set up an alert, start with a search! Use the OneSearch on the Stanley Library homepage or anywhere you see this:

Use the options on the left side of the results to **Refine your Results** further. (For help with searches, contact the library.)

Once you have results that will be helpful, **create a new account** or **sign into your EBSCO account** using the Sign In link at the top.

Then, find the **Share** dropdown option above the results. Within the dropdown, you can:

- **Add to folder** the results you want to save (and visit later)
- **Set up an RSS Feed**
- **Create an email alert** and send search results to your email as often as once per day with full citation info.

Google News Alerts is a great tool to getting primary source material (news items) to your inbox automatically based on your preferred search terms:

- From the [news.google.com](http://news.google.com), start with a general search for your terms. Use the **Search Tools** option to narrow by date and find the News Archives.
- Once you like your results, click on the link at the bottom of the page that allows you to **Create an email alert for** your topic. On that page, you can set up your alert type, frequency, and number; no login required!

You can use Files and Folders to sort your alerts from your inbox:

- Within Gmail, click the sprocket on the right side.
- Select **Settings**
- Find the **Filters** link
- Find the link to **Create a new filter**. A pop-out box with many options will appear from the search bar. Add specific search terms to the **Has the words** area. **Be sure that you do not use common words, or any email using those words will be filtered from your inbox.**

To send your results to a folder instead of your inbox:

- Select **Skip the inbox** and **Apply the label**
- **Create a new label** and name the folder something related to your research.