How to set an email alert on a SharePoint 2010 List

Set an alert
Do you want to receive an email whenever a user updates your list? You can set an alert on the list to keep you informed of form activity.

To set an alert:

1. Navigate to the list
2. Click Site Actions, and then click Manage Content and Structure
3. Locate your form site in the site files
4. Hover over the Responses list, click the down arrow at the right, and Open Link in New Window
5. The list opens
6. In the List Tools menu, List tab, click List Settings, and then click Alert Me

The Responses – New Alert window opens
7. Set up the alert parameters and then click OK
8. Tip: In the list – New Alert window, your name/email address is added to Send Alerts To by default. Remove your name/email address if you do not want an alert for the list.