

Parent Internet Safety Workshop

Creating a Google Alert

Note: A Google **account** is not needed to set up a **Google Alert**; however, with a Google **account** you can manage your alerts: i.e., create alerts without email verification, change how often an alert is sent, etc. If you do not use Gmail regularly, follow the steps below to create alerts that will be sent to your regular email.

What is a **Google Alert**?

[Google Alerts](#) are emails sent to you when Google finds new results -- such as web pages, newspaper articles, or blogs -- that match your search term. You can use Google Alerts to monitor anything on the Web. For example, people use Google Alerts to:

- find out what is being said about their company or product.
- monitor a developing news story.
- keep up to date on a competitor or industry.
- get the latest news on a celebrity or sports team.
- find out what's being said about themselves.

<http://www.google.com/alerts/faq.html> | [Help](#)

1. Go to <http://www.google.com/alerts>

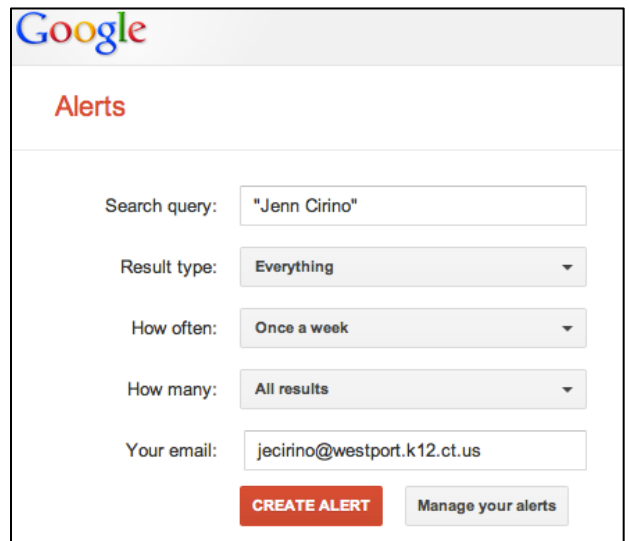
2. Enter your name within "quotation marks" in the **Search Terms** field

3. For **Type**, select "Everything"

4. Choose "once a week" for **How Often**

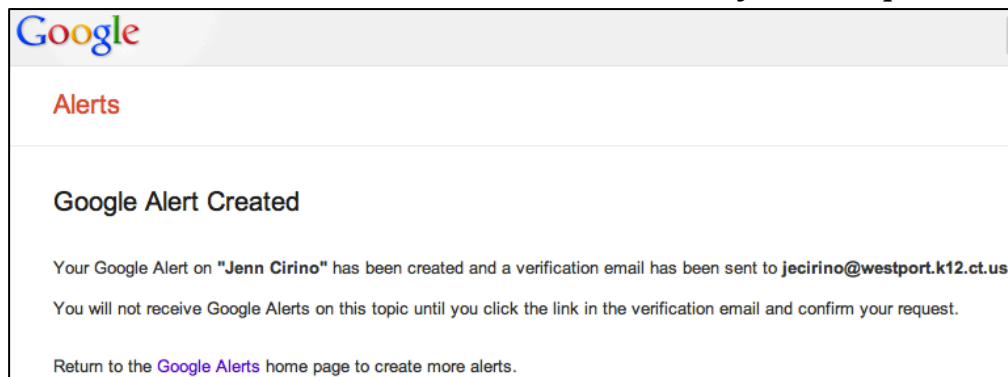
5. For **Volume** choose "All results"

6. Enter your preferred email address in the **Your Email** field



The screenshot shows the Google Alerts creation interface. At the top is the Google logo and the word "Alerts" in red. Below this are several input fields and dropdown menus: "Search query:" with the value "Jenn Cirino", "Result type:" set to "Everything", "How often:" set to "Once a week", and "How many:" set to "All results". There is also a "Your email:" field with the address "jecirino@westport.k12.ct.us". At the bottom right are two buttons: a red "CREATE ALERT" button and a grey "Manage your alerts" button.

7. Click the **Create Alert** button to finish! A **verification email** will be sent to the email address entered – you *must* access your email account and click the **verification link** contained within to confirm your request:



The screenshot shows the confirmation page after creating a Google Alert. It features the Google logo and the word "Alerts" in red. The main heading is "Google Alert Created". Below this, it states: "Your Google Alert on 'Jenn Cirino' has been created and a verification email has been sent to jecirino@westport.k12.ct.us. You will not receive Google Alerts on this topic until you click the link in the verification email and confirm your request." At the bottom, there is a link to "Return to the Google Alerts home page to create more alerts."

8. If you have different variations of your name, you will want to set up additional Google Alerts; e.g., "Jennifer Cirino," "Jen Cirino," etc.