



Association Migration  
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# Google alerts



Erasmus+

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# How to use it

## 1. Open the website page

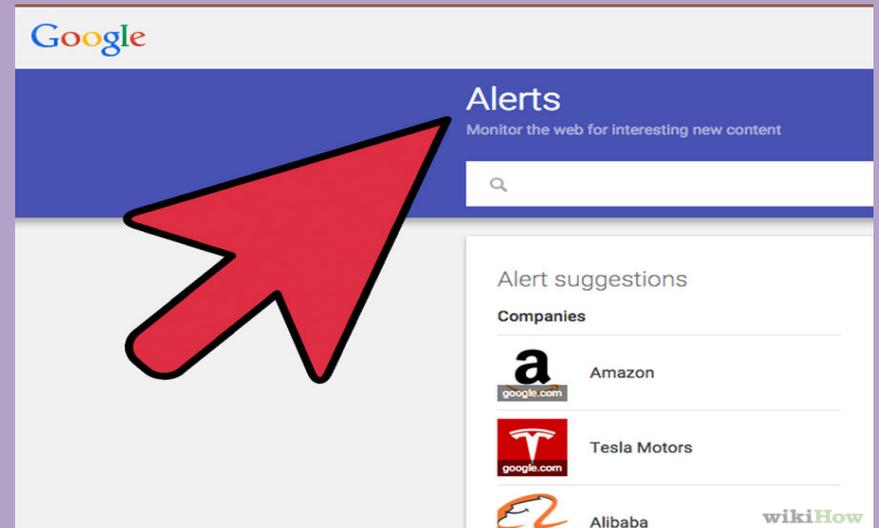
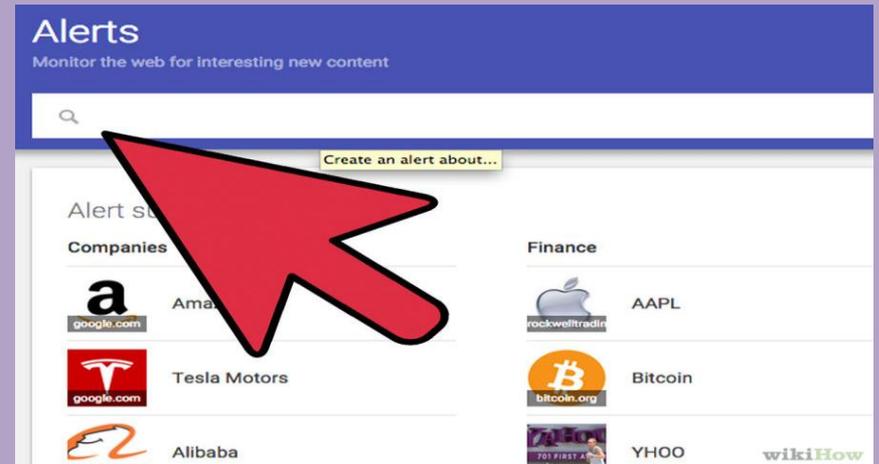
Go to the website

<http://www.google.com/alerts>

This will bring you to the Google Alerts home page.

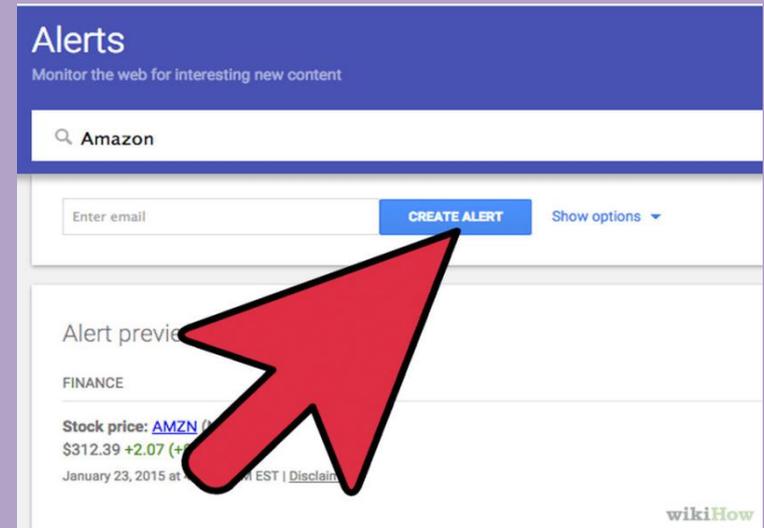
## 2. Enter your search

Enter the topic you would like to receive alerts on. As soon as you begin typing, a sample of your first Google alert will appear. If you are not getting the results you expected, you can change your input right away.



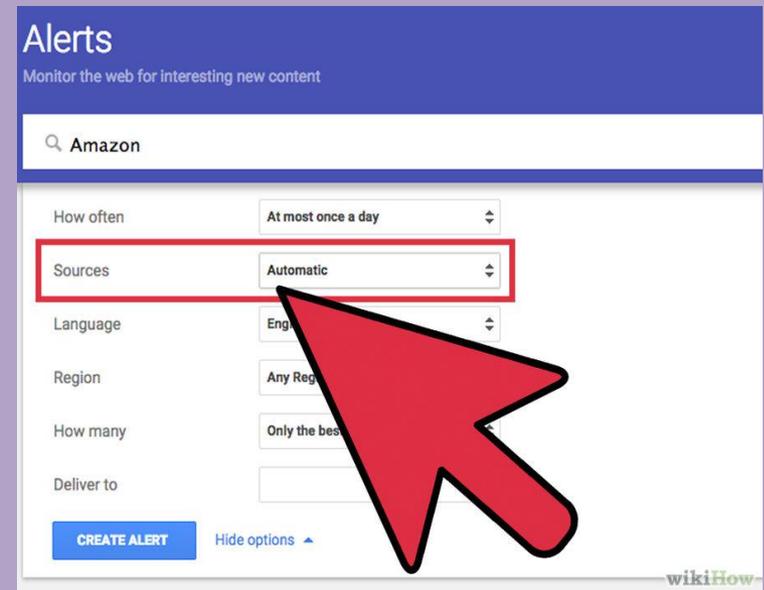
### 3. Create the Alert

- Enter a valid email address that Google will use to send you the results of your query.
- Complete the process by clicking on the red CREATE ALERT button.
- You will receive an email from Google Alerts asking you to confirm or cancel this request.



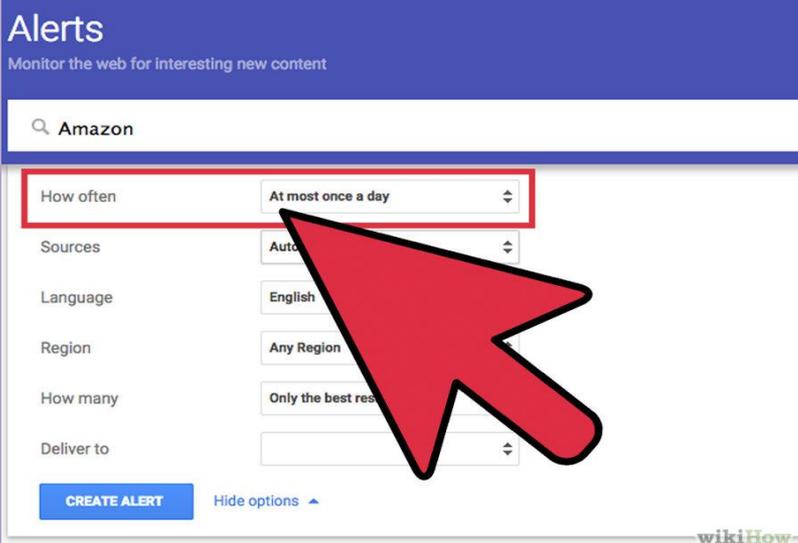
### 4. Choose source type

- You can choose the type of sources you wish to search for.
- If you don't know what to pick at first, you can choose the "default" to start. The other options are, for example: News, Blogs, Video, Discussions and Books.



## 5. Choose the frequency

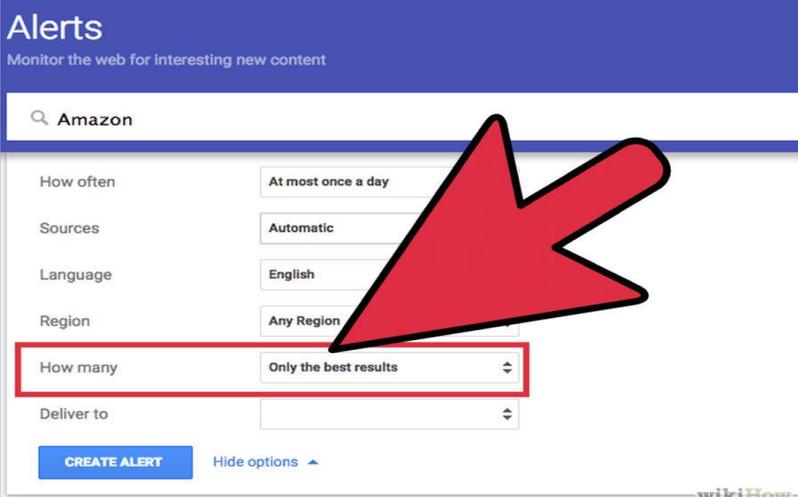
- You can now indicate how often you would like the results to be delivered to you by mail.
- The options are : once a week, once a day, or as-it-happens.



The screenshot shows the Google Alerts interface for the keyword 'Amazon'. The 'How often' dropdown menu is highlighted with a red box and a red arrow pointing to it. The selected option is 'At most once a day'. Other visible options include 'Sources', 'Language', 'Region', 'How many', and 'Deliver to'. A 'CREATE ALERT' button is visible at the bottom left.

## 6. Select search volume

- The last choice you need to make is to set the volume.
- You can choose to receive only the best results among these the Google Alerts has selected for you.



The screenshot shows the Google Alerts interface for the keyword 'Amazon'. The 'How many' dropdown menu is highlighted with a red box and a red arrow pointing to it. The selected option is 'Only the best results'. Other visible options include 'How often', 'Sources', 'Language', 'Region', and 'Deliver to'. A 'CREATE ALERT' button is visible at the bottom left.

## 7. Click the CREATE ALERT button

Enter your details to login.

## 8. Add a new search

If you want to add a new search, just type in a new search in the search bar and follow the previous steps.

## 9. Modify current searches

- While signed in, you can also modify any current search you have.
- Next to each alert there is an “Edit” button. This allows you to modify your keywords as well as the volume and frequency of how alerts are delivered.
- Once you're done, you must either save or cancel the changes you have made.

