



Search bar with FIND button and font size controls (A A A)

[michbar.org](#)

[Member Area](#)

[Portal Home](#)

Committees

[Announcements](#)

[Calendar](#)

[Documents](#)



[SBM](#) / [Committees](#)

My Committees

How to Set Alerts

Landing page for users listing all committee membership.

[Announcements](#)

[Calendar](#)

[Documents](#)

[My Tasks](#)

[My Events](#)

[Discussions](#)

In This Section:

Judicial Crossroads Task Force: Court Structure and Resources

[Committee Home](#)
[Committee Roster](#)

Annual Meeting

[Committee Home](#)
[Committee Roster](#)

Awards

[Committee Home](#)
[Committee Roster](#)

Bar Leadership Liaison Advisory

[Committee Home](#)
[Committee Roster](#)

Law and the Media

[Committee Home](#)
[Committee Roster](#)

Law Related Education and Public Outreach

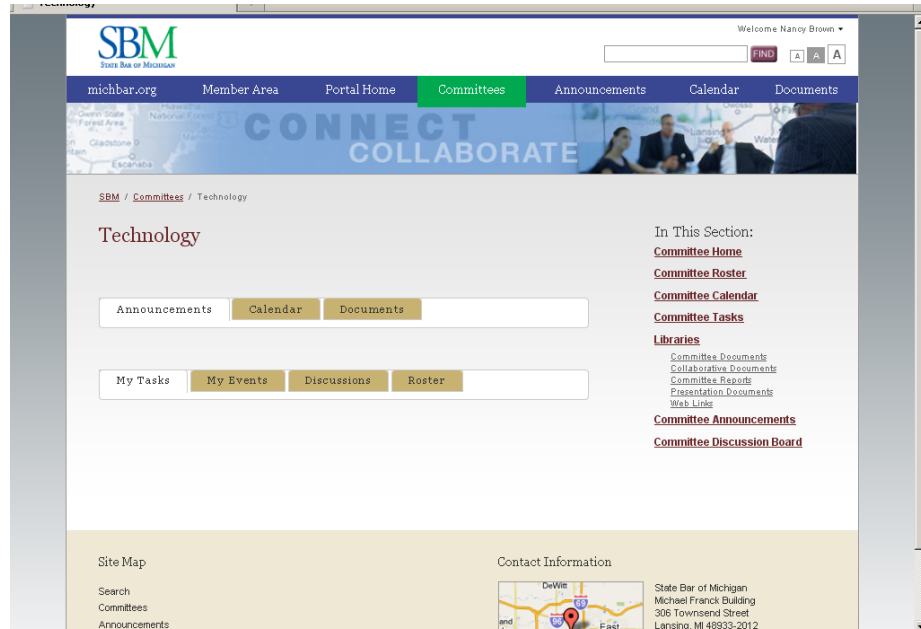
[Committee Home](#)
[Committee Roster](#)

Membership Services

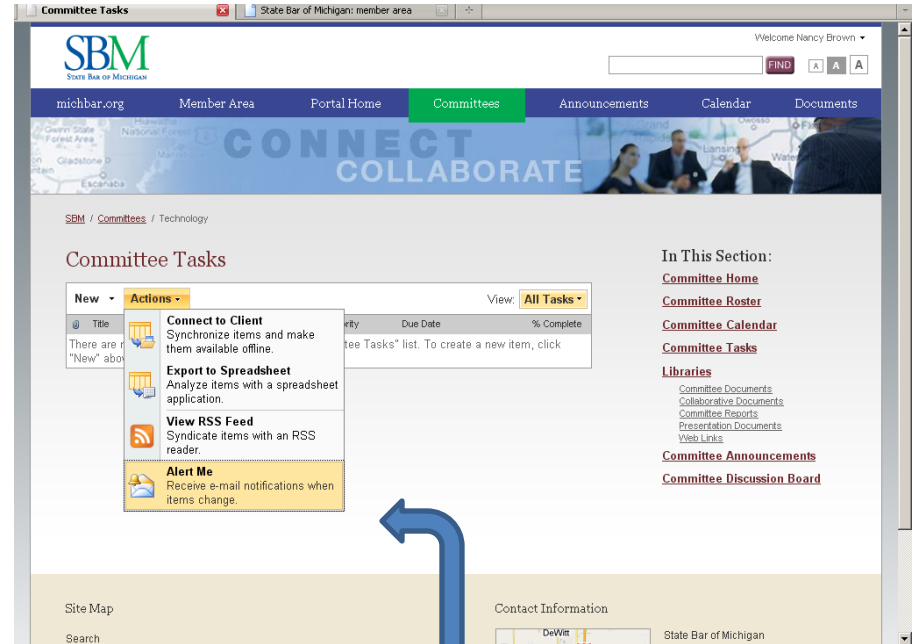
[Committee Home](#)
[Committee Roster](#)

Publications and Website

1



2



Alerts can be set for the calendar, tasks, libraries, announcements and discussion board. Select “Committee Tasks”

Select the arrow next to “Actions” and select “Alert Me” from the drop-down list

3

View my existing alerts on this site.

OK Cancel

Alert Title
Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert.

Committee Tasks

Send Alerts To
This alert will be sent to the e-mail address indicated.

E-mail address:
nbrown@mail.michbar.org

Change Type
Specify the type of changes that you want to be alerted to.

Only send me alerts when:

- All changes
- New items are added
- Existing items are modified
- Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

- Anything changes
- A task is assigned to me
- A task becomes complete
- A high priority task changes
- Someone else changes a task assigned to me
- Someone else changes a task
- Someone else changes a task created by me
- Someone else changes a task last modified by me
- Someone changes an item that appears in the following view:
My Tasks

When to Send Alerts
Specify how frequently you want to be alerted.

- Send e-mail immediately
- Send a daily summary
- Send a weekly summary

Time:
Tuesday 11:00 AM

Edit your alert preferences by selecting the appropriate radio buttons and selecting “OK” when finished. Set alerts in each area of the portal where you want to be notified when changes are made.