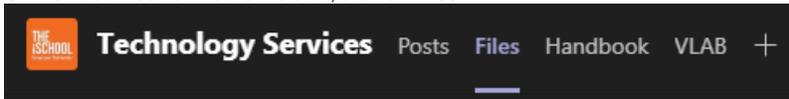# Manage File Change Notifications

1. In Teams, navigate to the Teams tab and click on your team's space.
2. On the ribbon located above the chat, click on **Files.**

3. On the toolbar located above the file share, click on **Open in SharePoint.** This will open a new tab in your browser.

4. In SharePoint, click on the **ellipsis (...)** located on the toolbar above the file share and click on **Alert Me.** This will open a pop-up named Alert me when items change.
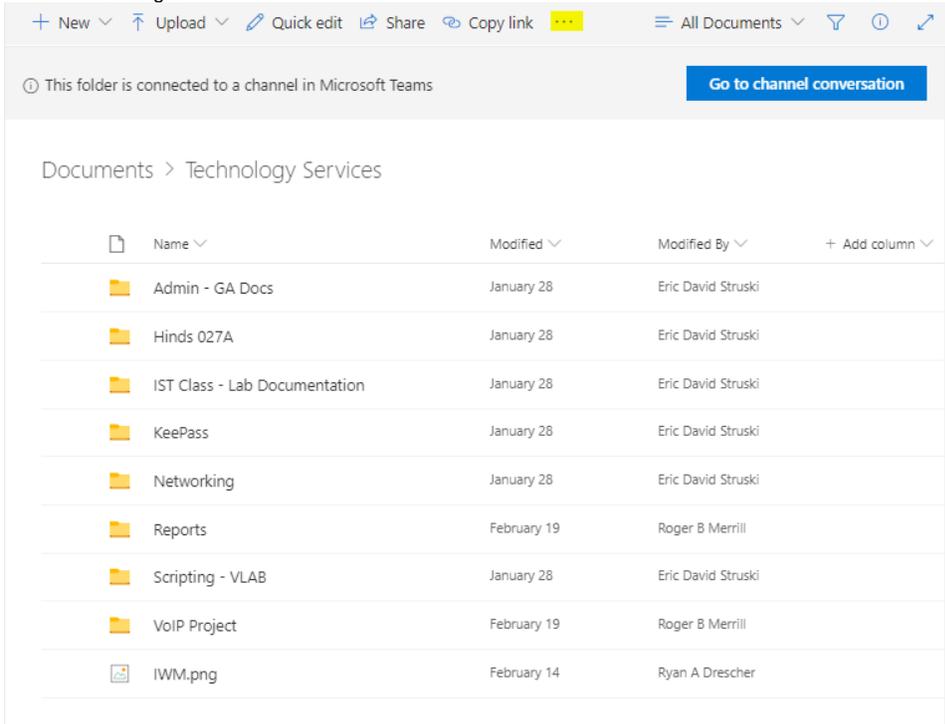
5. In the Alert me when items change pop-up, you can set how, when, and where you would like to be notified when a file change is processed.
    a. **Alert Title**
        i. Enter the title for the alert. This is included in the subject of the notification sent for this alert.
    b. **Delivery Method**
        i. Specify how you want the alerts delivered.
            1. Email
            2. Text message
    c. **Change Type**
        i. Specify the type of changes that you want to be alerted to.
            1. All changes
            2. New items are added
            3. Existing items are modified
            4. Items are deleted
    d. **Send Alerts for These Changes**
        i. 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.
            1. Anything changes
            2. Someone else changes a document
            3. Someone else changes a document created by me
            4. Someone else changes a document last modified by me
    e. **When to Send Alerts**
        i. Specify how frequently you want to be alerted. (mobile alert is only available for immediately send).
            1. Send a notification immediately
            2. Send a daily summary
            3. Send a weekly summary
6. Once you have set the alert options, Press **OK.**

Other Resources

- [How to Create a Teams Meeting](#)

- How to Record a Meeting
- Share a Teams Meeting Recording
- Additional Presenter(s) in an Existing Teams Meeting
- Change Notification Settings in Microsoft Teams
- Guests joining a Teams Meeting
- Manage File Change Notifications
- Guests joining the iSchool Team
- Screen Sharing in Teams
- Share a Folder in a Channel to Outside Users
- Change Profile Photo
- Microsoft Teams Classroom AV Modes
- Troubleshooting - Clear application cache