

Watching Pages in Answers

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Overview

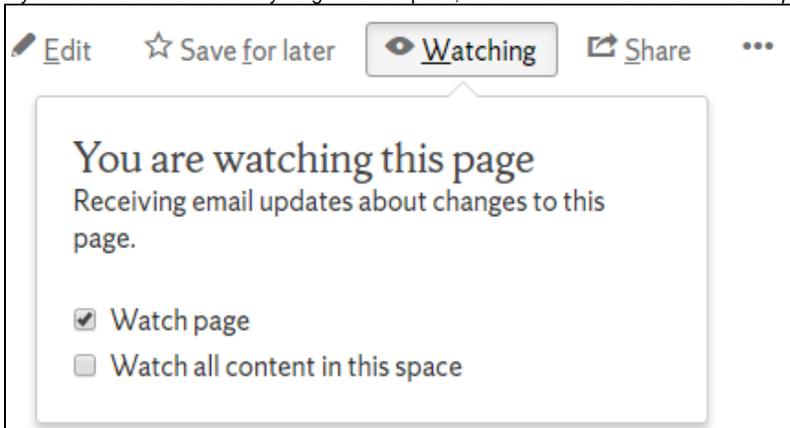
In Answers, you can "watch" a page or space to receive updates through email on any edits or modifications that are made to that particular piece of content.

Watching Pages And Spaces

Watching

To watch a page or space, follow the steps below while logged in:

1. Bring up the page that you would like to watch.
2. Click on Watch in the toolbar in the upper-right.
3. Check the *Watch* box.
4. If you would like to watch everything within a space, check the *Watch all content in this space* option.



If you want to add someone else as a watcher to a page:

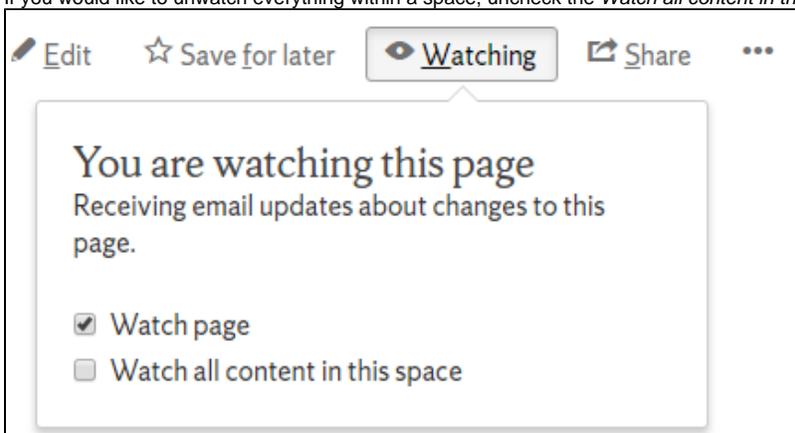
1. Log into Answers and navigate to the page
2. Select the Tools menu
3. Select **Manage Watchers**
 - a. You will now see a list of current watchers.
4. In the field before the **Add** button you can put in the person's netid to bring up a list of matching users or begin typing their full name to bring up a list of matching users.
5. Select the user that you want to watch the page from the list.
6. Click on the **Add** button.

Unwatching

To watch a page or space, follow the steps below while logged in:

1. Bring up the page that you would like to unwatch.
2. Click on Watch in the toolbar in the upper-right.
3. Uncheck the *Watch* box.

4. If you would like to unwatch everything within a space, uncheck the *Watch all content in this space* option.



Autowatch

By default, all accounts in Answers are set to *Autowatch*. When *Autowatch* is enabled, you will be added as a watcher to any page you create, edit, or comment on.

Enable/Disable Autowatch

If you would prefer to not have content "autowatched," or would like to enable it, you can disable it through the following process:

1. While logged into Answers, click on your avatar in the upper-right corner 
2. Select **Settings**
3. Click on the **Email** tab
4. Click on **Edit** button at the bottom
5. Check or uncheck *Autowatch*
6. Click on the **Submit** button.

View Watched Pages

All pages that you are watching can be viewed through the Watches page. From this page, you can also remove yourself from watching certain pages through the following process:

1. While logged into Answers, click on your picture or avatar in the upper-right corner 
2. Select **Watches**
 - a. The list of pages you are currently watching will then appear.
3. Click on the **Stop Watching** link to the right of the Page name to stop watching that page. The page will not disappear from the list until the page is refreshed, however will allow you to rewatch the page if you accidentally stopped watching the page.