

How do I notify site participants that content has been added to Resources?

Site owners can automatically notify participants via the Notifications feature that an item has been added to Resources. When used, site members receive an email containing details of the file or link that has been added to Resources.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

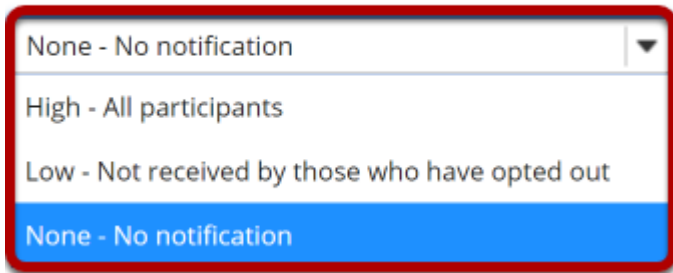
Add a content item.

See any of the following articles for more information on adding items to Resources:

- [Adding a file](#)
- [Adding a URL](#)
- [Adding a text document](#)
- [Adding an HTML page](#)
- [Adding a citation list](#)

When adding an item, select High or Low notification.

Email Notification

A screenshot of a dropdown menu titled "Email Notification". The menu is open, showing three options: "None - No notification", "High - All participants", and "Low - Not received by those who have opted out". The "None - No notification" option at the bottom is highlighted in blue. The entire dropdown menu is enclosed in a red rectangular border.

None - No notification

High - All participants

Low - Not received by those who have opted out

None - No notification

Notes:

- When uploading a file, creating a web link, creating a text file, creating an HTML page or creating a citation, the Email Notification dialog box is displayed before confirming file creation.
- Selecting "High" will result in an email being sent to every site participant.
- Selecting "Low" will result in an email being sent to only those participants that have not opted out of "Low" level notifications in their workspace Preferences.