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**The Drop-in Librarian**

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**Creating a Search Alert via E-mail or RSS Feed**

* To create a search alert, you must first run a search in Galileo. To avoid flooding your inbox or newsfeed with a plethora of alerts, try to make the search as specific as possible- via additional search terms or other limits.
* Next, sign in to Galileo. If you have never signed in to Galileo, you will need to create an account- this account is separate from your MyABAC, though you can use the same credentials if you wish.
* Select the “Share” button on the upper right side of your search results (red box in picture), then click on either E-mail Alert or RSS Feed under “Create an alert” (green box) to open the “Create Alert” window.



* You may edit the Subject field to determine the title of the e-mails, as well as altering the sender e-mail address. Make sure to enter your e-mail address in the “E-mail to” field! You also have options to determine frequency of e-mail alerts, how far back you wish the alert to reach (choices include 1 year, 6, 3, and 2 months, or no limit), and the formatting of the alert results (Brief, Detailed, or Bibliographic Manager/record).
* If you prefer an RSS alert in your newsfeed reader, simply copy the RSS Feed URL and plug it into your reader.