Getting information to come to you

Getting help

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Copies of handouts are available on the iSkills handouts page:

https://bit.ly/3bk8eyf

Email alerts

What are email alerts?

Many websites, databases and electronic journals let you set up email alerts for articles, journals, tables of contents and even searches. This means that rather than return to these platforms repeatedly in order to submit the same search to find new results, you will be automatically notified via email of any newly published resources that match your research area. Using email alerts keeps all of your work in one place alongside your other emails, making them easier to manage.

How do I set up email alerts?

When you are using an academic resource like a database, there will be the option to set up an email alert in the results page after you have submitted your search. Some platforms allow you to set up email alerts without having to register on the platform but others require you to register first.

How do I unsubscribe from email alerts?

In most cases, you will need to return to the platform where you set up the email alert to unsubscribe from it. This may require you to log in.

Some platforms may include an 'unsubscribe' link in the emails you receive.

Some platforms allow you to specify when you are setting up the email alert how long you would like to subscribe to the alerts for. For instance, you could specify that you only want to receive email alerts for 6 months, after which

date you have submitted your paper and the alerts will no longer be relevant. The platform will automatically stop sending you emails after that date.

Disadvantages of email alerts

Having to return to each platform to unsubscribe from the email alerts can be seen as a disadvantage for some people, as is having all of the alerts combined with your personal/work emails.
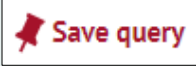
SOLO

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SOLO is the Bodleian Libraries resource discovery tool and searches both print and electronic material across the University of Oxford. SOLO offers the ability to set up email alerts and saved searches. If anything new is added to the catalogue that matches the search query you provide, you will be notified. You need to sign in to set up email alerts and save searches.

Note: The interface defaults to 'search everything', so change to 'Oxford collections' if you are particularly interest in Oxford-only items.
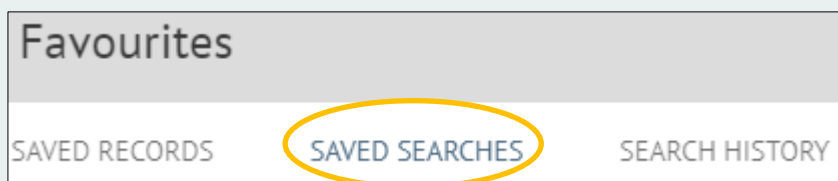
How to set up email alerts and saved searches

- Go to http://solo.bodleian.ox.ac.uk
- Make sure you sign in with your Single Sign On (SSO). Click the 'Sign in' button in the top right of the page **SIGN IN**
- Enter your query in the search box and click the search button (the magnifying glass icon).

Enter your search here		Search Everything ▾ 🔍	ADVANCED SEARCH

- In the results page, click the 'Save query' button at the 📌 Save query top of the results.

- This will save the query to your account. Click on the 'Go to favourites' pin button at the top of the page 📌

- This will open your favourites. Click on 'Saved searches'.

Favourites

SAVED RECORDS   SAVED SEARCHES   SEARCH HISTORY

- You will see the search query you have just saved. To the right is an icon in the shape of a bell, which you click to set an alert for the search.

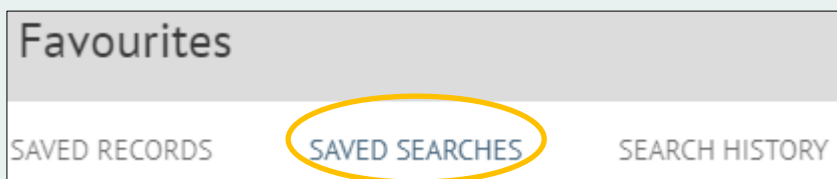plastic waste ocean
SCOPE: label / Search Everything
03/05/18
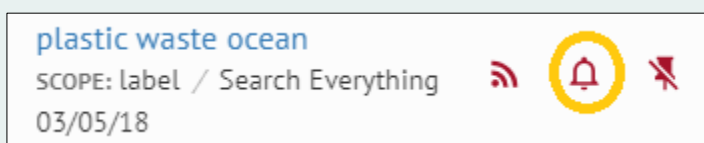
- A confirmation note will pop up saying "Notifications will be sent to [your email address]." The bell icon will also turn red. There will be an option to change the email address the notifications are sent to.
- Once you are finished, sign out of SOLO by clicking the 'sign out' button in the top right corner of the page.

Deleting alerts

To stop email alerts in SOLO:

- Go to http://solo.bodleian.ox.ac.uk
- Make sure you sign in with your Single Sign On (SSO). Click the 'Sign in' button in the top right of the page SIGN IN
- Click on the 'Go to favourites' pin button at the top of the page
- This will open your favourites. Click on 'Saved searches'.

Favourites

SAVED RECORDS   SAVED SEARCHES   SEARCH HISTORY

- The search query you have notifications set up for will be filled in red. Click the bell icon and you will turn off email notifications.

Deleting saved searches

To completely remove a saved search from your Favourites in SOLO:

- Go to http://solo.bodleian.ox.ac.uk
- Make sure you sign in with your Single Sign On (SSO). Click the 'Sign in' button in the top right of the page
- Click on the 'Go to favourites' pin button at the top of the page
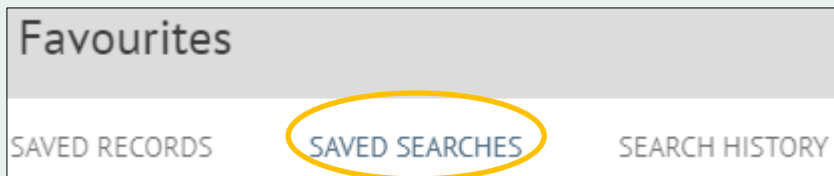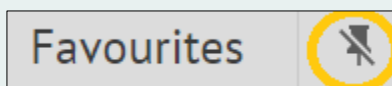- This will open your favourites. Click on 'Saved searches'.

- Tick to the left of the saved searches you wish to delete.

- Click the pin button to the right of the word 'Favourites'.

Database alerts

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You can create database alerts to notify you via email when new items are added to the database which match your search criteria. Most databases offer this functionality although it is sometimes quite well hidden. You will need to register with the database to set up email alerts.

To set up email alerts, first conduct your search in the normal way. On the results screen look out for links to **Alerts** or **Search History** or **Save Search** or **Share**. Once you have found the correct link, follow the on screen instructions. There are instructions below for some of the bigger databases.

Scopus

Scopus is a database that provides access to abstracts from scientific journals, books and proceedings.

Email alerts

- Go to Scopus (http://www.scopus.com/). You can also search for Scopus on SOLO or Databases A-Z (https://libguides.bodleian.ox.ac.uk/az.php) .

- Register with a username and password of your choice or sign in with Single Sign On. The **Create account** link is in the top right-hand corner of the home page.

- Perform a search using keywords that are relevant to your research.

- Click **Set search alert,** this is at the top left of the page next to the search box. You can select the frequency.

Web of Science

Web of Science is a citation indexing service, it covers all academic areas – not just science!

- Connect to Databases A-Z (https://libguides.bodleian.ox.ac.uk/az.php) or SOLO (http://solo.bodleian.ox.ac.uk) and find *Web of Science.*
- Note, alerting options are not available for all the databases contained within Web of Science. If you are looking in a particular academic area, eg Social Sciences or Science, make sure you choose one of the databases from the drop-down menu above the search box (called 'editions') before running your search.
- You will need to sign in to Web of Science with your personal Web of Science username and password. If you have not got one, click **Register** to set one up.

- Perform a search using keywords that are relevant to your research.
- From the results screen, click on **create alert** to the right of the page, above the list of search results.
- Give your alert a name (for example the topic of your search).
- If you want to receive email alerts make sure you tick the "e-mail alerts" box.
- Click Create.

Additionally, it is possible to set up alerts so that you are notified when an article you are interested in is cited. To do this:

- From the results page, click the title of an article that interests you so that it opens the full record.
- Click 'Create citation alert' on the right of the screen.
- The email address that you registered with will appear as default in the pop-up box. Click 'save' to set up the email alert.

To manage your alerts go 'Alerts' from any page on the Web of Science website.

EBSCO

EBSCO includes a number of key academic databases including:

ATLA Religion Database with ATLASerials; ERIC; Historical Abstracts; MEDLINE ; MLA International Bibliography; New Testament Abstracts ; Old Testament Abstracts; Philosopher's Index ; RILM Abstracts of Music Literature (1967 to Present only)

Search for one of the databases above in SOLO (http://solo.bodleian.ox.ac.uk) or Databases A-Z (https://libguides.bodleian.ox.ac.uk/az.php). Once connected perform a search using keywords that are relevant to your research.

Click **Share** (above your search results to the right)

You can **Create an alert**. You will need to create an account with EBSCO to set up email alerts.

ProQuest

Go to ProQuest http://search.proquest.com, click 'Databases' at the top of the page and choose one of the databases which appear in the middle of the screen. You can browse by subject by clicking 'View by subject' on the right towards the top of the page. Then choose one or more databases for your subject.

Perform a search using keywords that are relevant to your research.

There is a 'save search/alert' button above your search results, on the right hand side of the screen.

Click this and a drop down menu of further choices appears – you can set up email alerts. Email alerts can be set up without creating an account on ProQuest, but if you wish to modify your alerts you will need to register.

Newspaper article alerts

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You may want to set up alerts for mentions of a topic in the press or see how a topic has been mentioned in the past 3 months. There is more information on using Newspapers at this LibGuide:

https://libguides.bodleian.ox.ac.uk/newspapers.

Nexis UK

Nexis UK is a full text database, covering global news and business information sources. It has over 20,000 sources of news, company, financial and market research data. You can find Nexis UK by searching SOLO.

Logging in

You may find Nexis UK will logs you in via IP address. Your IP address is a long string of numbers and dots. To use the alerts functions you will need to be logged in via Single Sign on. In the top right hand corner click on the arrow and a drop down menu will appear. Choose 'sign out'. Choose 'sign in with a University of Oxford' login if this is available. If not Choose 'sign in as a different user', then 'academic sign-in' from the log-in screen. Select 'UK access management federation' from the drop-down box. Click 'View All Institutions' and choose 'University of Oxford'.

Searching and setting up alerts

There are different tabs across the top of the page. The 'news' tab allows you to search newspaper articles.

If your search retrieves more than 3000 results Nexis UK will give you the option to edit your search.

You may see duplicate articles in your results. This is due to there being different editions of a paper (e.g. regional or online). You can choose to group duplicates together.

You can click on the title to read the full article.

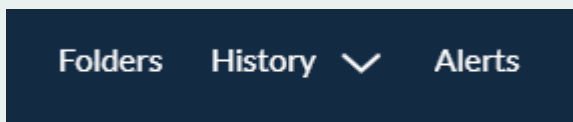You can choose to save your search or create an alert using the bell icon

News > Results: ("pitt rivers...)

Results for:"pitt rivers museum" AND...   🔔   Actions⌄

You will be guided through the process to create an alert.

Deleting/pausing/resuming an alert

If you want to delete an alert you have previously set up:

Choose the bell icon from the top menu:

Folders   History ⌄   Alerts

It will list your alerts. Tick the box to the left hand side and choose whether you want to pause, delete or resume the alert.

Journal Alerts

You may be interested in signing up for email alerts when a new issue of your favourite journal is published. There are a couple of options: signing up to alerts on the publisher website, or using the table of contents service BrowZine.

In this task you will set up a BrowZine account so that you receive the tables of contents of key journals in your subject area. In addition, there is an example of how to sign up to alerts for the journal Nature, which demonstrates how to sign up to alerts on publisher websites. Each publisher website will function differently but the principles will broadly be the same.

Advantages and disadvantages of BrowZine and publisher website alerts

Signing up to email alerts on a publisher website will likely mean you receive email alerts quicker than if you registered to receive them via BrowZine. This is because it takes time for the update to get from the publisher to BrowZine.

The advantage of BrowZine is that there are thousands of journal titles you can register to receive alerts for, whilst publisher websites will have fewer titles. On BrowZine, you can register for alerts in one place but you will need to go to multiple publisher websites to register and manage your alerts if you go directly to them.

Year-round publishing

Important to note is that some journals publish articles online all year round and outside the regular publication of journal issues. BrowZine is based on the traditional model of articles only being published in issues. This means that, if you have set up alerts to be notified when new issues are published, you may be reading an article some time after it was originally published online.

Setting up BrowZine Email Alerts

1. Go to BrowZine (http://www.browzine.com) or access via the SOLO homepage 'Useful links' box

2. Select the Bodleian Libraries and **Sign up** for a BrowZine account by selecting the option under 'My Bookshelf'. Registration is free.

3. Once signed up and signed in, **Search** for a journal title of your choice, or browse by subject or publisher.

4. Click on a journal title to see the latest table of contents.

5. Select 'Add to my Bookshelf' under the title.

6. Select the settings icon on the top right of the screen, and turn on the email notifications to either 'daily' or 'weekly'.

Setting up alerts for the journal Nature

You do not have to complete this task but it demonstrates broadly speaking how to set up email alerts on publisher websites.

1. Go to the Nature website (https://www.nature.com/).
2. Click **Sign up for alerts** in the top right of the web page.
3. If you already have an account, sign in. Otherwise click **Register now** and register with an email address and password.
4. Click the link in the automated email you receive prompting you to verify your account. You will be taken to a web page where you need to fill in details about your subscription preferences.
5. Upon completion, you will be subscribed to email alerts for the journal Nature.
6. Go to your account area (https://my-profile.springernature.com/alerts-notifications) to manage and add to the journals you will receive email alerts for.

JiscMail

JiscMail is a national academic mailing list service provided by Jisc. It helps people in education and research to discuss, debate, collaborate and communicate with their peers. There are two types of mailing lists: discussion lists which allow conversation and announcement lists which is used to send updates. You cannot post directly to the latter.

JiscMail is a popular service with ~8,000 mailing lists and over 13 million subscribers.

You do not need an account to use JiscMail but having one will allow you to find lists that are not public and to manage your subscriptions. To register:

Go to https://www.jiscmail.ac.uk/.

You can choose to register using your Single Sign On or set up a unique username and password.

To register using your Single Sign On, click **Institutional log on** at the top of the home page.
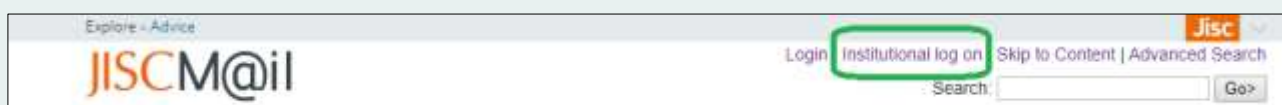
Search for **University of Oxford** and provide your Single Sign On credentials.

To create a unique username and password, click **Register or reset password** in the bottom left of the screen.
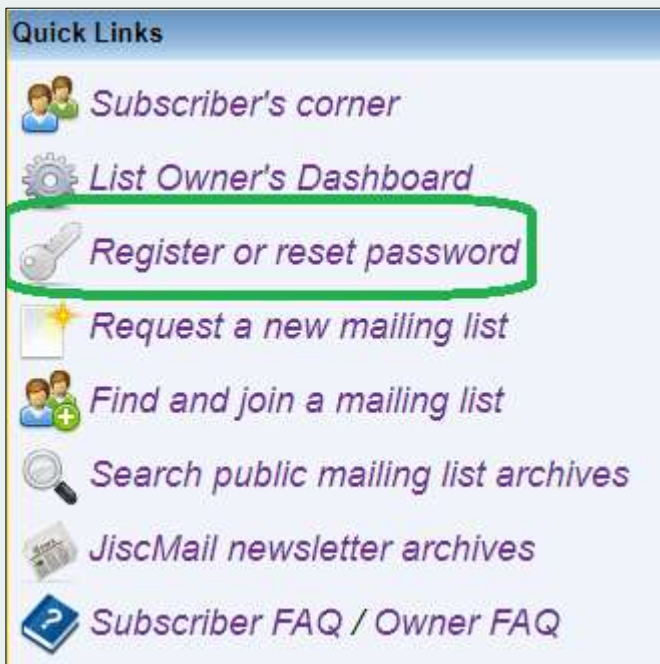
 Provide an email address and password and click **Register Password**.

To search the lists

Hover over the 'Mailing Lists' button at the top of the home page. You can choose to conduct an advanced search under **Find and join a mailing list**, browse mailing lists alphabetically, or by those recently created.

You can also browse by subject category to see what mailing lists are in your area. To do this, select **Find and join a mailing list** from the dropdown.

Towards the bottom of the advanced search screen is **View mailing list by subject category**.

To subscribe to a list

Once you find a mailing list that you would like to subscribe to, click its title. You will be taken to its home page where you will see dates that previous emails were sent to this mailing list. This is a good opportunity to look at when the last email was sent. If it was a considerable time ago, e.g., two years ago, you can be confident it is not an active mailing list and you, therefore, might not want to subscribe. If emails were sent very recently, you know the list is still in use.

On the mailing list home page, you can also browse or search through previous emails that have been sent to the list and subscribe to the mailing list. To search the mailing list archives, submit your search query into the **Search Archives** box on the right.
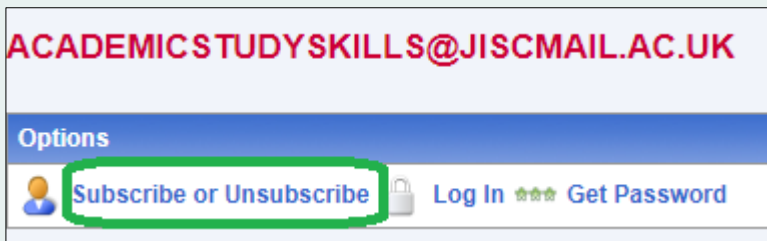
To subscribe to the mailing list, click **Subscribe or Unsubscribe**.

On the next page you need to type in your name and email address, then click **Subscribe**.

An email will be sent to the address you entered prompting you to confirm your identity. Once you do that, you will begin to receive emails from that mailing list.

To unsubscribe, follow the instructions above but click **Unsubscribe**.

Managing your email

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i·Sk⫯ll⫯s**

Having set up email alerts, you will likely find that you are receiving more emails in your inbox. You might like to investigate managing your emails by creating folders and setting up 'rules' or 'filters'. 'Rules' or 'filters' tell your email account to automatically send any incoming email alerts with a certain specification into a dedicated folder. You can then choose when to read your email alerts at a time that suits you rather than have them clutter your inbox. The first step is to create a folder for your email alerts to go into and then to create the filter or rule. Below are instructions for two popular email clients, Gmail and Outlook.

1. Create folders

Creating folders in Gmail

Please not that Gmail calls folders 'labels'.

- Go to Gmail.
- On the left, scroll down, then click 'More'.
- Click 'Create new label'.
- Name your label.
- Click 'Create'.

Creating folders in Outlook

- In the left pane of Mail, right-click where you want to add the folder, and then click 'New Folder' or 'create new subfolder'.
- In the Name box, enter a name for the folder, and press Enter.

2. **Create filters**

Creating filters in Gmail

There are two ways to create filters in Gmail:

I. <u>Submit a search</u>

- Open Gmail.

- In the search box at the top, click the 'Down' arrow.

- Enter your search criteria. If you want to check that your search worked correctly, see what emails show up by clicking 'Search'.

- At the bottom of the search window, click 'Create filter'.

- Select the option to 'Apply the label' and select the folder you would like the emails to go into.

- Click 'Create filter'.

II. <u>Use a particular message to create a filter</u>

- Open Gmail.

- Check the checkbox next to the email you want.

- Click More [3 dots to the right of the symbols at the top of the page] .

- Click 'Filter messages like these'.

- Enter your filter criteria.

- Click 'Create filter'.

Creating filters in Outlook

Note that Outlook tends to use the terminology 'rules' rather than 'filters'.

- Right-click a message in your inbox and hover over 'Rules'.

- Select one of the options. Outlook automatically suggests creating a rule based on the sender and the recipients. To view more options, select 'Create Rule'.

- In the 'Create Rule' dialogue box, select one or more of the first three checkboxes –
    - 'From [sender's name]'
    - 'Subject contains [text]'
    - Sent to [recipient's name]'
- In the 'Do the following' section, check the 'Move item to folder' box, then select the folder from the 'Select Folder' dialogue that pops up, and then click 'OK'.
- Click 'OK' to save your rule.

Deleting filters in Gmail
- Open Gmail.
- At the top right, click 'Settings' [cog icon].
- Click 'Settings'.
- Click 'Filters and Blocked Addresses'.
- Find the filter you'd like to change.
- Click 'Delete' to remove the filter.
- Click 'Update filter' or OK.

Deleting filters in Outlook
- Click 'File'.
- Click 'Manage Rules & Alerts'.
- In the 'Rules and Alerts' dialogue box, click the rule that you want to delete, and then click 'Delete'.