

Tutorial: Accessing and using the MyAlerts feature on MyMala

The MyAlerts feature of the MyMala employee intranet tells the MyMala system to automatically alert you via e-mail whenever a new or updated piece of information is posted on MyMala.

Using the MyAlerts feature, you can tell the MyMala system to alert you personally about whatever area of MyMala you are interested in (Employee Classifieds, Pro D Calendar, McLotto, etc.)

MyMala Support recommends that all MyMala users set up their MyAlerts feature to automatically alert them about the **Announcements** area of MyMala.



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1. To access MyAlerts, open up your web browser program and type the web address of MyMala into your address bar



mymala.mala.bc.ca

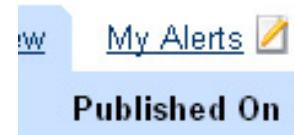
2. Click the Go Button on your browser address bar or press the ENTER key on your keyboard.



MyMala Support recommends that MyMala members use an up to date version of the Internet Explorer or FireFox web browser programs to view MyMala.

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3. The MyMala home page will open in your browser. Find the MyAlerts tab on the home page.



4. Click on the "Edit MyAlerts" button on this tab.



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- The MyAlerts options will now be visible on your home page. Select Announcements from the “Select an Application” drop down list of available MyMala services.

Welcome SA Collicott!

[What's New](#) [My Alerts](#)

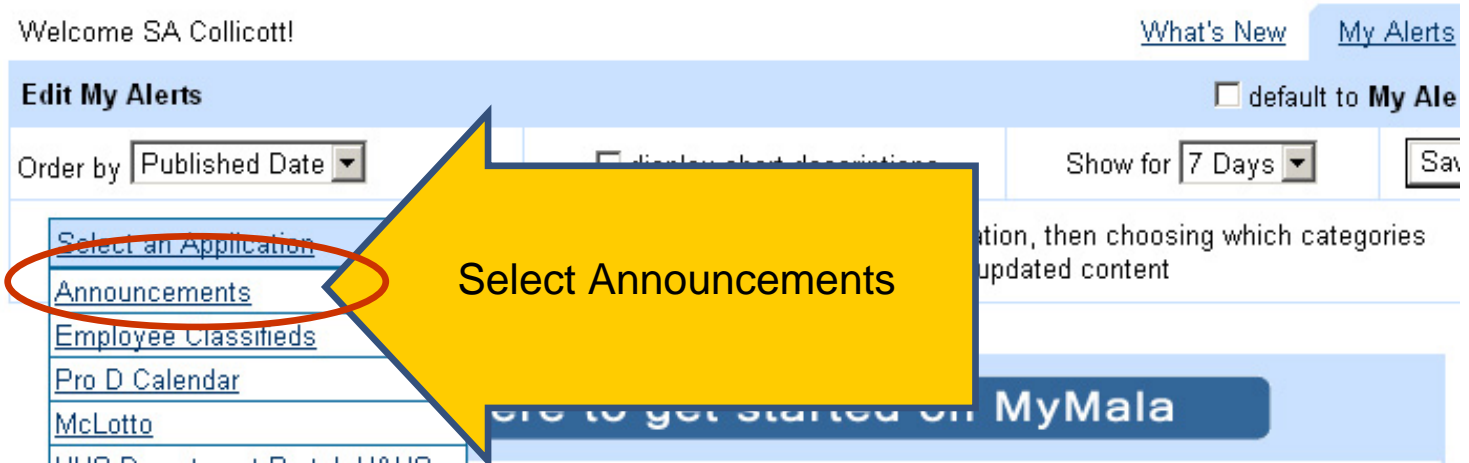
Edit My Alerts default to **My Ale**

Order by Show for

[Select an Application](#)
[Announcements](#)
[Employee Classifieds](#)
[Pro D Calendar](#)
[McLotto](#)

ation, then choosing which categories
updated content

ere to get started on MyMala



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6. Click inside the checkbox for **Employee Announcements**

Select an Application ▼

Announcements:
Select categories for inclusion in your

Category

Employee Announcements

7. Select **“All Items”** from the E-mail Alerts options list

Announcements:
Select categories for inclusion in your **My Alerts** site listing and set content email alerts ?

Category	Site Alerts	Email Alerts
<input checked="" type="checkbox"/> Employee Announcements	[none] ▼	[none] ▼

[none]
New Content
Updated Content
All items

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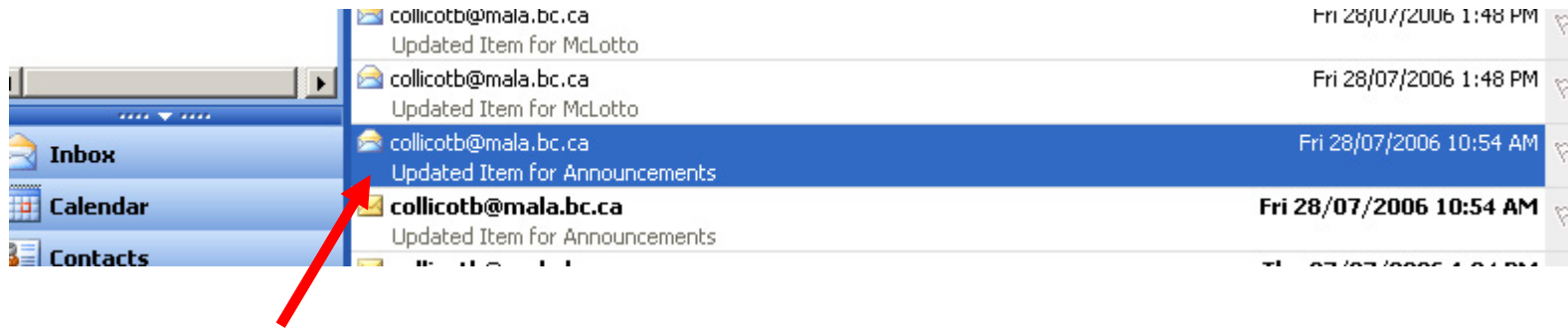
8. Click the Save button to enact your new MyAlerts settings.

Save

The MyAlerts feature on MyMala will now automatically e-mail your Malaspina e-mail account whenever a new or updated posting appears in the Announcements area of MyMala. You can set up similar automated e-mail alerts for the Employee Classifieds, Pro D Calendar, and McLotto areas of MyMala.

Here's an example of a typical e-mail alert generated by MyMala...

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The alert appears in your Outlook Inbox with your e-mail address in the “From” field. The alert also tells you that it is a new or updated item from Announcements in the subject line.

Double-click on the e-mail alert item to open it.

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The alert opens in Outlook and you can view a summary of the alert.

To view the announcement in it's entirety, click on the “**View this item**” link at the bottom of the alert summary. Your browser program will open and you will immediately go to the announcement page on MyMala

Updated Item for Announcements

collicotb@mala.bc.ca [collicotb@mala.bc.ca]

To: Brian Collicott

Cc:

The following item has been updated in Announcements

McLotto Winner Today!: McLotto Winner

Updated to: Employee Announcements

Updated on: July 28, 2006 at 10:53 AM

View this item:

<http://mymala.mala.bc.ca/index.cfm?frpath=BulletinBoard%2Fview%5Fone%2Ecfm%3FMenuID%3D3%26ID%3D105%26CategoryID%3D4%26emailalert%3Dtrue>

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Thank you for viewing this tutorial.

If you have any comments, questions or concerns about this tutorial or any aspect of the MyMala employee intranet, please contact MyMala Support at mymala@mala.bc.ca