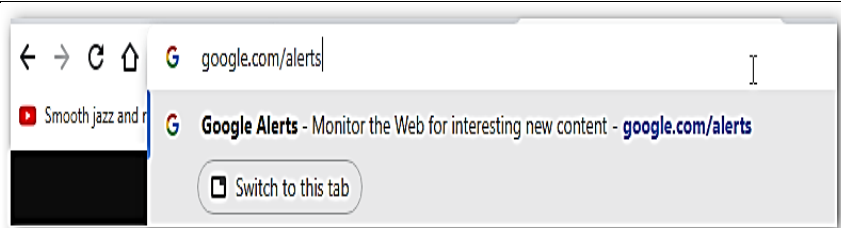
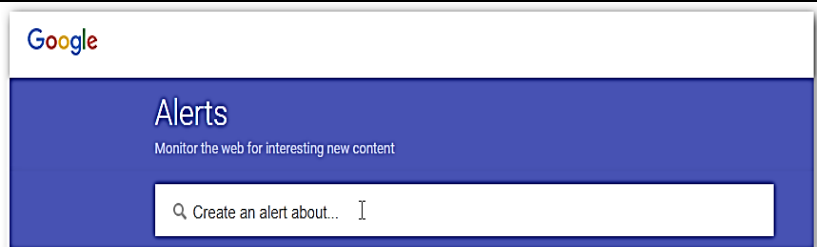


## Google News Alerts

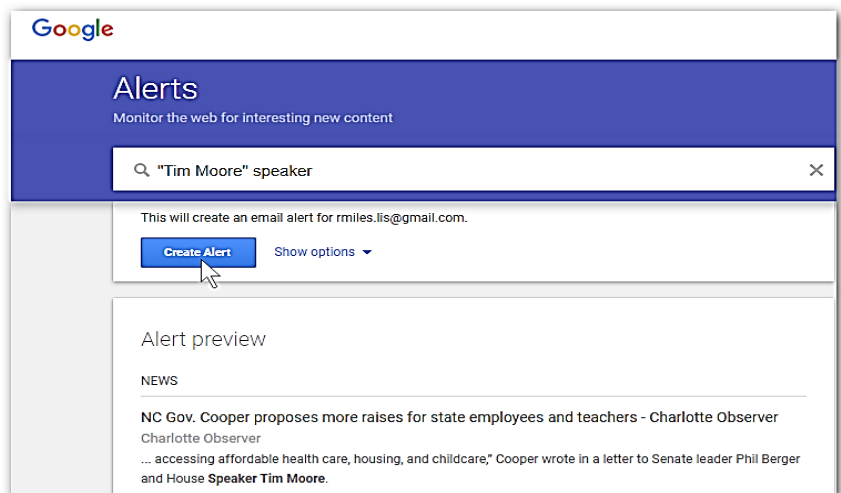
1) Google Alerts is a Google feature that constantly looks for information on any topic and sends it directly to an email account. The feature works best with a G-Mail account. The web address to go directly to the feature is [www.google.com/alerts](http://www.google.com/alerts).



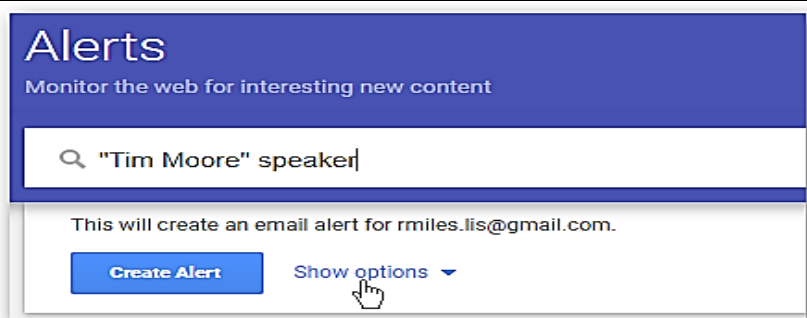
2) After typing in the web address the Google Alerts screen appears. This screen looks the same whether on a computer or on a smart phone. It is best to use Chrome whether you are using an Android or Apple phone.



3) Use the Search box to type in the person or subject on which you would like to receive alerts. If it is a person's name it is a good idea to put the name in quotation marks. As you type, Google Alerts starts to immediately show you how the results will appear.

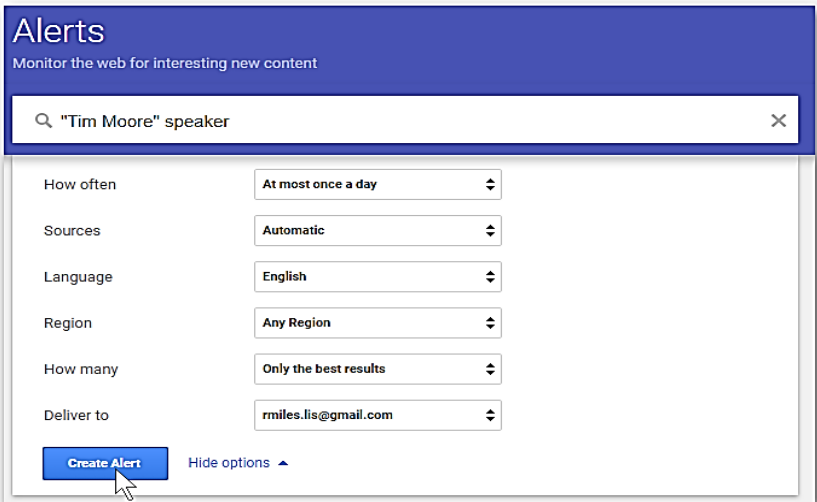


4) After typing in the inquiry, you can click on Create Alert, or you can click on more options.

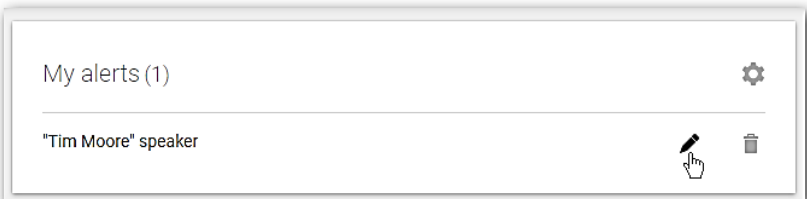


5) Clicking on the “More options” button allows you to modify how you will receive the news alerts. By clicking inside each box with the up and down arrows, you can decide how often to receive alerts; the sources you want the alerts to come from; the language of the alerts; the region the alerts should come from; how many alerts to receive; and the email to which the alerts should be delivered.

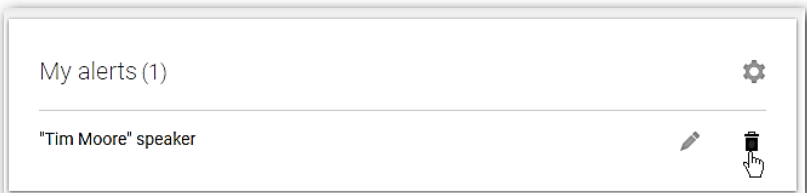
**Note:** It is recommended to change the “How many” box from “Only the best results” to “All results.”



6) At any time, you can go back and edit the alert by clicking on the pencil, which is the edit button



7) You can always delete the alert by clicking on the trash can, which is the delete button.



8) In order to get better chances of finding information about your member, it is good to create multiple alerts with different search options.

Examples:

“John Doe”

“Senator Doe”

elections and Johnston County

Doe and “General Assembly”