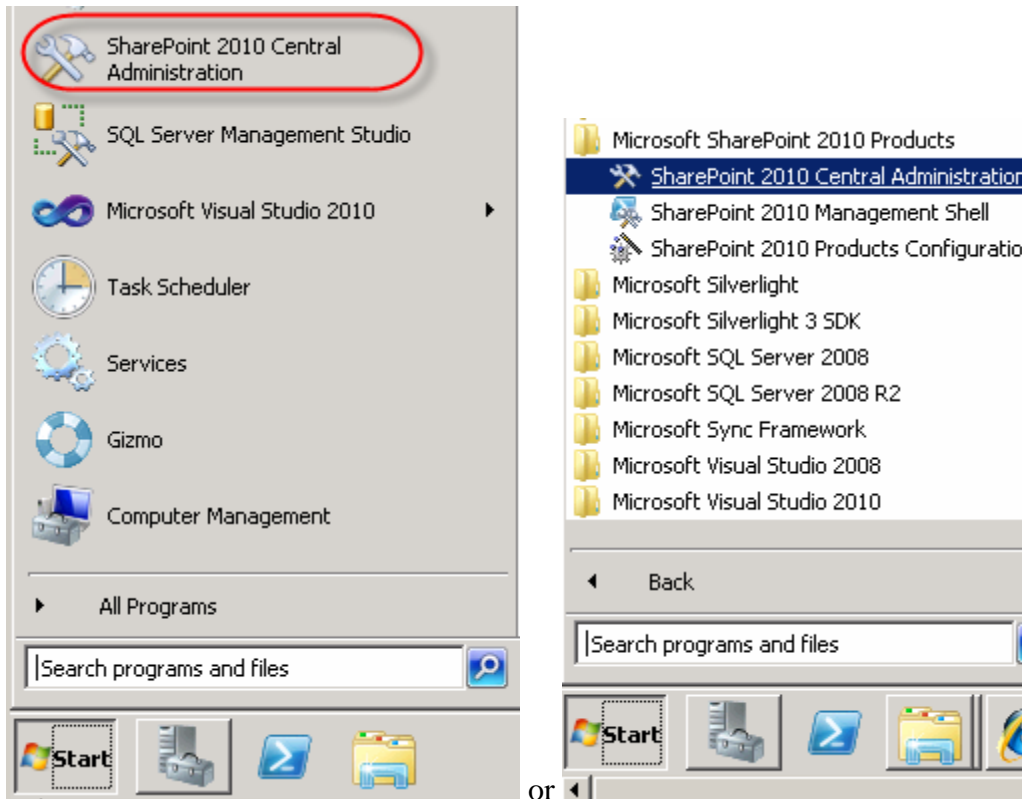


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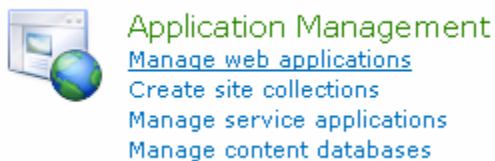
## SharePoint 2010 How to Setup Alert Settings for Web Applications

The following is a quick overview of how to setup alerts for lists, list items, document libraries and documents where items are added or changed.

Access SharePoint 2010 Central Administrator:

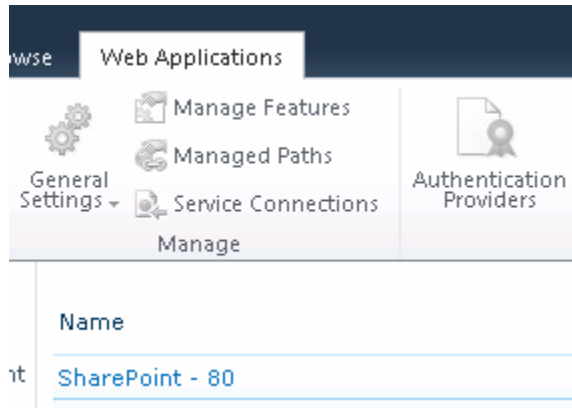


Under Application Management click Manage web applications:

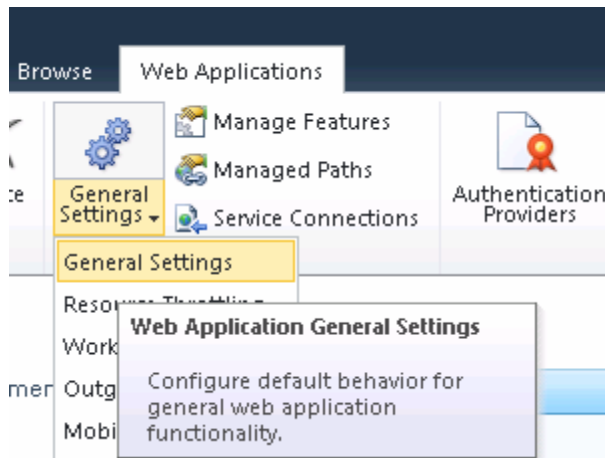


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Select the web application that is to be managed – in this case I selected SharePoint – 80:



Click General Settings -> General Settings:



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Scroll down and in the Alerts section the Alerts by default will be on. Select the maximum number of alerts a user can create. This number can be between 1 to 2,000,000,000 – the default is 500.

<b>Alerts</b> Specify the default settings for alerts on this Web application.	Alerts on this server are: <input checked="" type="radio"/> On <input type="radio"/> Off Maximum number of alerts that a user can create: <input checked="" type="radio"/> <input type="text" value="500"/> <input type="radio"/> Unlimited number
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Scroll down and click OK.