

## Saving Searches and Creating Email Alerts in EBSCO

1. Run the search you want to save in an EBSCO database, such as CINAHL or PsycINFO.
2. Click on the Search History tab just above your list of references.
3. Click on the Save Searches/Alerts link.
4. Login to your account.
  - a. To set up an account, click on **I'm a new user** above the User Name and Password box.
5. Once you have signed in (or registered), a dialog box will appear asking you to enter a name for your search, a description of your search (optional), what databases you want the search run in, and how you want it saved (Permanently, Temporarily, or as an Alert).
6. To create an email alert:
  - a. If you select Alert, the next dialog box will ask how often you want to receive updates, what format you want to receive them in, how many items to send, etc. Change the options to match your preferences and click OK.
7. To save your search strategy:
  - a. If in Step 5 you select "Permanently" in response to the question about email alerts, and click Save, EBSCO will save your search strategy.
  - b. To view the strategy or rerun the search, click on Sign In in the right hand corner, and you will be taken to a list of your saved searches.
  - c. Click on View Results to run the search.