Transcript: Email alerts in SOLO

This video introduces you to creating alerts in SOLO, the University's resource discovery tool. By setting up alerts, you'll be notified when anything matching your criteria is added to SOLO.

Firstly, you will need to open a web browser and navigate to SOLO. The URL is solo.bodleian.ox.ac.uk.

Next, make sure you sign into SOLO with your University credentials. Click 'sign in' in the top right of the screen. If you're not a full member of the University and have a Bodleian Reader Card, click 'Other Bodleian card holders'. If you have a Single Sign On, click 'Oxford Single Sign On'. Enter your username and password. Click 'log in'. Once you are signed into SOLO, you will see your name in the top right of the screen.

Now I need to conduct a search related to my area of study or research. As an example, I'm going to carry out a search on 'reality in William Shakespeare's plays'. Type your keyword search into the search bar and hit the search button.

We can see that SOLO has brought back over sixty thousand results. You will want to make sure that your search brings back the kind of results you need for your study and research. You may need to amend your search to improve the results you are getting.

Once you are happy with the kind of results you're getting, click 'Save query' at the top of the results screen. A banner will appear at the top of the page to say the query has been saved successfully and ask whether you would like to turn on notifications. The banner will disappear after a moment, but you can still turn on notifications by going to your account in SOLO. Click your name in the top right of the screen and click 'Favourites'. In this area, you will find any items that you have pinned as favourites, but also saved searches. If I click 'saved

searches', you will see my search for reality in Shakespeare's plays. To the right is a button that looks like a bell. To turn on email notifications, click the bell and an email will be sent to the email address associated with your SOLO account. Again, a yellow banner appears at the top of the page and gives you the opportunity to change the email address the notifications will be sent to.

To turn off your email notifications, navigate to your account and simply click the bell button again.