

## Alerting Team Members to Updates

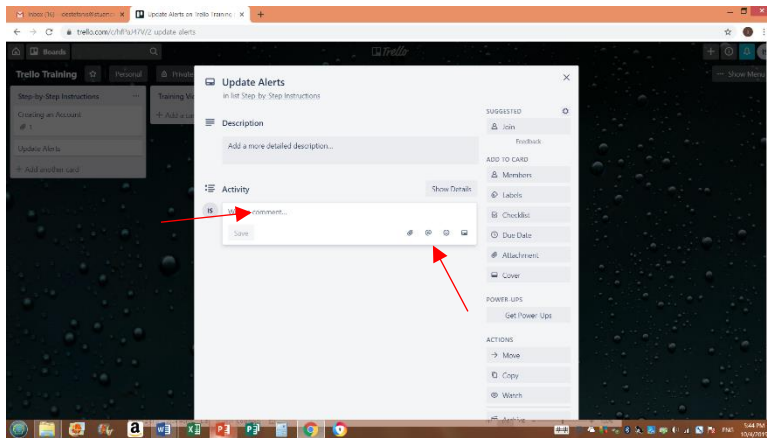
### Why?

People typically do not have the time to log in and regularly check Trello for updated information. Consequently, it is best to use Trello's "alert" feature that automatically alerts team members to any changes, updates or comments made to the project board. Alerts come via email.

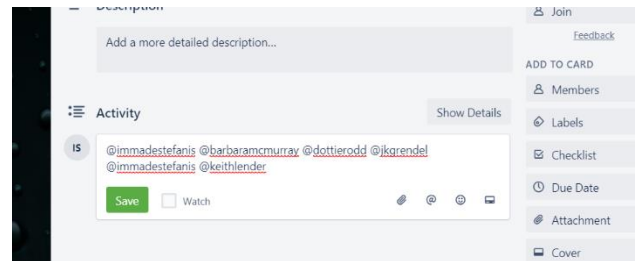
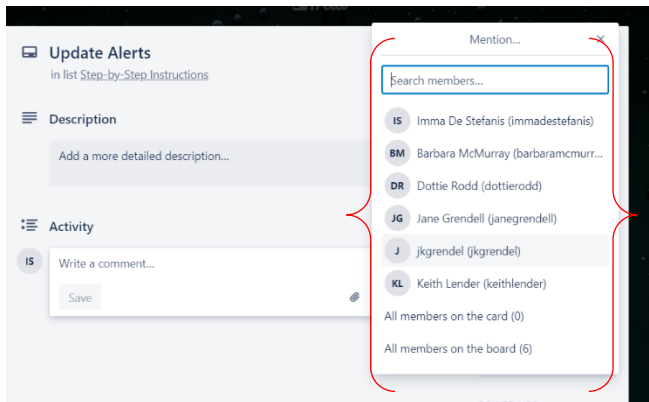
### How?

When you have uploaded an attachment or when you have commented on the document or a thread of conversation follow these steps:

1. Place the cursor in the comment box.



2. Click the @ symbol and the name of team members will appear. Select the members BEFORE you add your comment explaining or informing about a newly updated document or adding your comments/feedback. Their names will appear as in the image (right side) below then type your comments.



3. Remember to click the green **SAVE** button