## Westlaw Australia

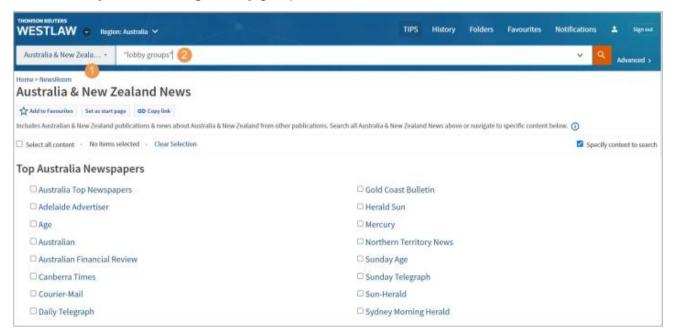
## **Creating a Newsroom Alert**



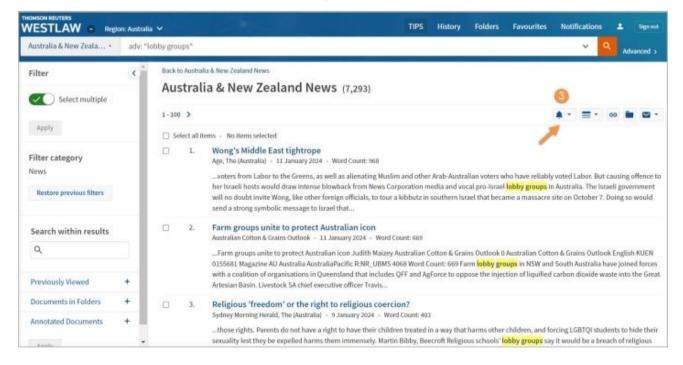
## Creating a Newsroom alert

You can create alerts based on Newsroom searches to monitor the media as part of a current awareness service.

- 1. To create a Newsroom alert, go to the Newspaper or the media of interest.
- 2. Conduct your search, e.g., "lobby groups".

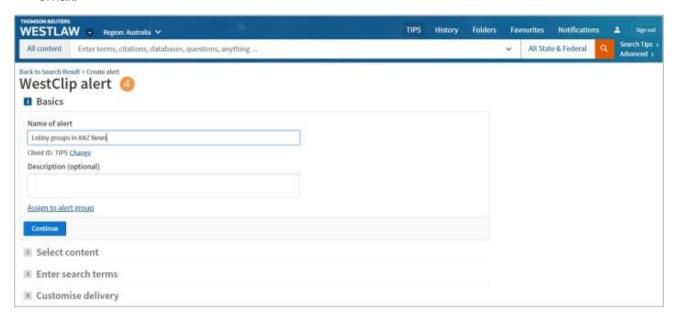


3. Click on the Bell icon to create the Westclip Alert.

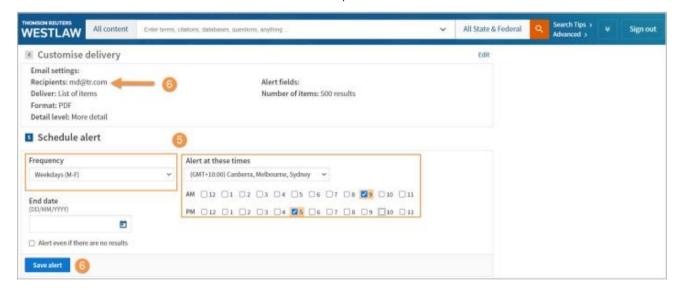




4. Enter a name for the Alert and click **Continue**. This title will appear in the subject field of your email.



- 5. As you continue through the Alert template you will notice the selected content and the search term are already populated in **Parts 2** and **3** of the template. These can be edited if required.
- 6. To schedule your Alert set your delivery times.
- 7. Ensure the email details are correct and then press Save Alert.



## Looking for more information?

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