# Email Alerts on one.network

Quick Guide

Accessing Email Alerts

1. Click the 'sign in' button located in the top right of the screen.
2. Enter your registered or subscribed email address and password.
3. Click 'Sign in'.
4. Click the 'user profile icon' in the top right hand corner of the screen.
5. Select 'Alerts' from the drop-down list.
6. The 'Email alerts' will appear in the right-hand user panel.
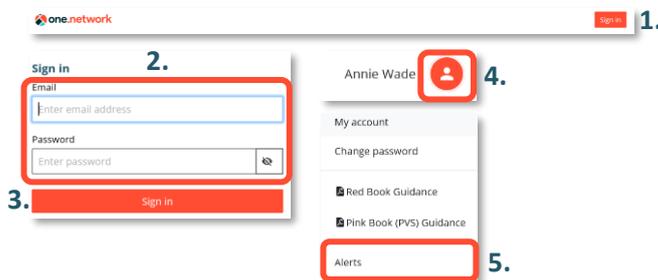
Creating an Email Alert

1. Email - this will be prepopulated to display the email address associated with the account.
2. Description - name your email alert something to distinguish the parameters set for the alert i.e. name of the Town or City This will help if multiple alerts are set.
3. Who are you - select a relevant option from the drop-down list.
4. Get alerts on - the Visible map area is the area visible on the map at the time of setting the alert. Current map search is the location searched using the map search e.g. USRN or Road Name and the User defined area is where you can Draw a polygon on the map to identify the location required for the alert.
5. Get alerts for - Public events and/or Roadworks - tick or untick the relevant information for your alert.
6. Traffic Impact - displays alerts depending on the level of impact. Choose High impact only, High and medium or All works.
7. Frequency - select how often you would like to receive alerts.
8. Once all fields are completed click 'Set Alert'.

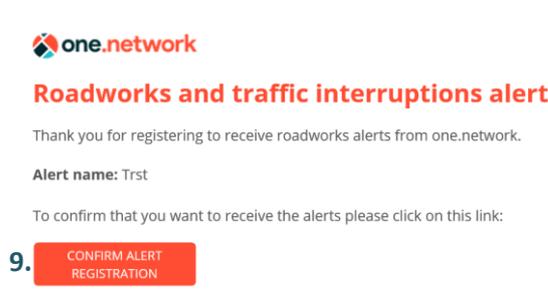*Note:* Upon saving you receive a warning message on the map if the area requested for the alert is too big.

9. After clicking 'Set Alert' one.network will send you an email, open the email and click 'Confirm Alert Registration'.

10. A new window will open letting you know your alert is active.

Deleting an Email Alert

1. At the bottom of the email alert select 'click here' if you no longer wish to receive this one.network email alert.