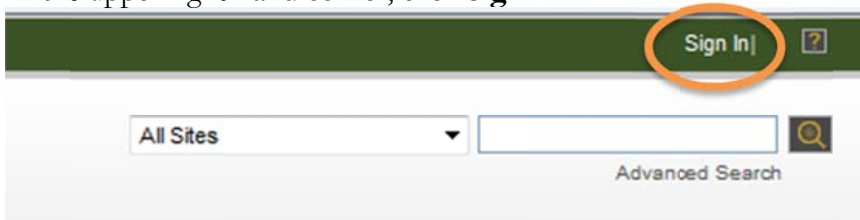




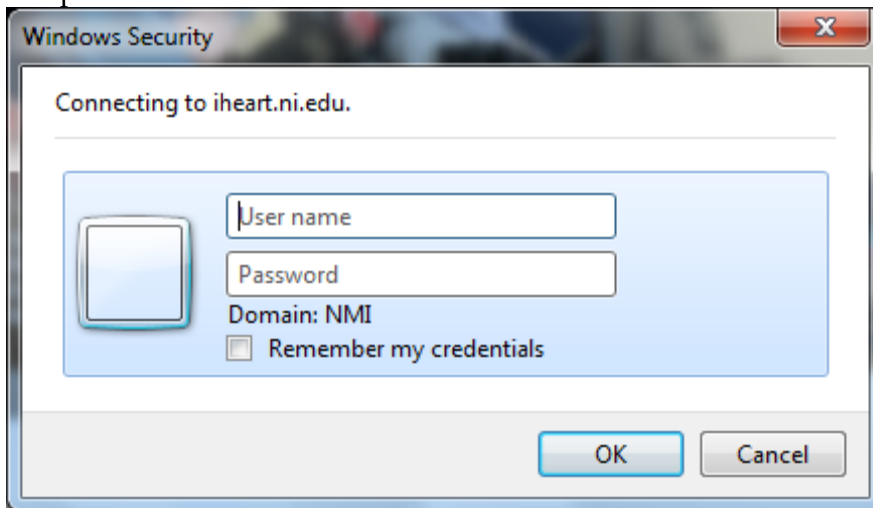
Campus Announcements

Campus announcements are now published on <https://iHeart.ni.edu>, but you can still receive them in your e-mail by following the steps below:

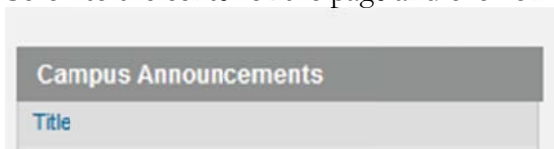
1. Go to <https://iHeart.ni.edu>
2. In the upper right-hand corner, click **Sign in**.



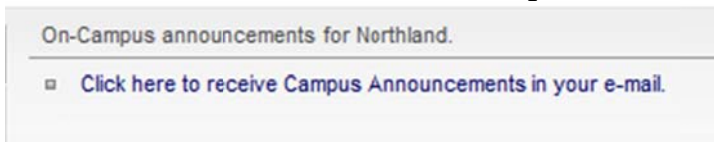
3. Enter your Northland credentials (you can check **Remember my credentials** if on a personal computer then click **OK**



4. Scroll to the center of the page and click on **Campus Announcements**.



5. Then click on ***Click here to receive Campus Announcements in your e-mail.***



6. You can view what alerts you may have already set by clicking on ***View my existing alerts on this site.*** Otherwise, you can select the criteria for receiving alerts below that and then click ***OK*** when you are done.

A screenshot of a web form titled "View my existing alerts on this site." The form is used to configure email alerts. It has a "Cancel" button at the top right. The form is divided into several sections:

- Alert Title:** A text input field containing "Campus Announcements".
- Send Alerts To:** An "E-mail address:" field containing "Leanne.DeGroot@ni.edu".
- Change Type:** A section with radio buttons for "Only send me alerts when:" with options: "All changes" (selected), "New items are added", "Existing items are modified", and "Items are deleted".
- Send Alerts for These Changes:** A section with radio buttons for "Send me an alert when:" with options: "Anything changes" (selected), "Someone else changes an announcement", "Someone else changes an announcement created by me", "Someone else changes an announcement last modified by me", "An announcement with an expiration date is added or changed", and "Someone changes an item that appears in the following view:" (with a dropdown menu set to "All items").
- When to Send Alerts:** A section with radio buttons for "When to Send Alerts" with options: "Send e-mail immediately" (selected), "Send a daily summary", and "Send a weekly summary". Below this is a "Time:" field with a dropdown for "Tuesday" and a time input set to "11:00 AM".