**How to set up an e-mail alert when new documents or events are posted on the website**

*Note: you will need to set up an alert separately for everything you want to be alerted about.*

**To get an e-mail alert whenever an event (i.e. meeting) is added to the Town Government Events Calendar:**
- On the Home Page, click on "More Events" in the Government Meeting Calendar
- In the bar above the calendar you will see a little mail icon – click on that and complete the information to set up your e-mail alert. Note that you will get an alert when anything is added to this calendar.

**To get an e-mail alert whenever an event (i.e. meeting) is added to the Community Events Calendar:**
- Follow the instructions above, only select the Community Events calendar on the Home Page.

**To get an e-mail alert whenever a new Board or Committee Agenda is uploaded:**
- From the Home Page, select "Government" and then "Minutes and Agendas"
- Click on Agendas
- Click on the board or committee you want
- Click on the current year folder
- Click on "Subscribe" in the upper right corner

**To get an e-mail alert whenever new Board or Committee Minutes are uploaded:**
- From the Home Page, select "Government" and then "Minutes and Agendas"
- Click on Minutes
- Click on the board or committee you want
- Click on the current year folder
- Click on "Subscribe" in the upper right corner