Google Alerts: How do I use Google Alerts to stay on top of a story?

When you're working on a story, Google Alerts is a simple powerful way to keep you in the know.

Let's say you're covering the midterm elections and you want to stay up on all the coverage as it's happening. To create an alert, just enter the search words you want to get email notifications for. You'll get a quick preview of them down below then click show options to customize things like how often you get alerts, the types of websites and content you want searched and the email address where you'll receive them.

Then click create alert in the settings menu. You can customize when and how you get them, first select what time you want to get your alerts, if you have more than one you can select digest to receive them all in one email. Now all you have to do is keep an eye on your inbox for your Google alerts.

Besides researching a story you can also use google alerts to monitor your own work’s impact. Just enter your byline name or website and get email notifications whenever someone shares or post your work.

Google Alerts is a great way to keep tabs on just about anything.