

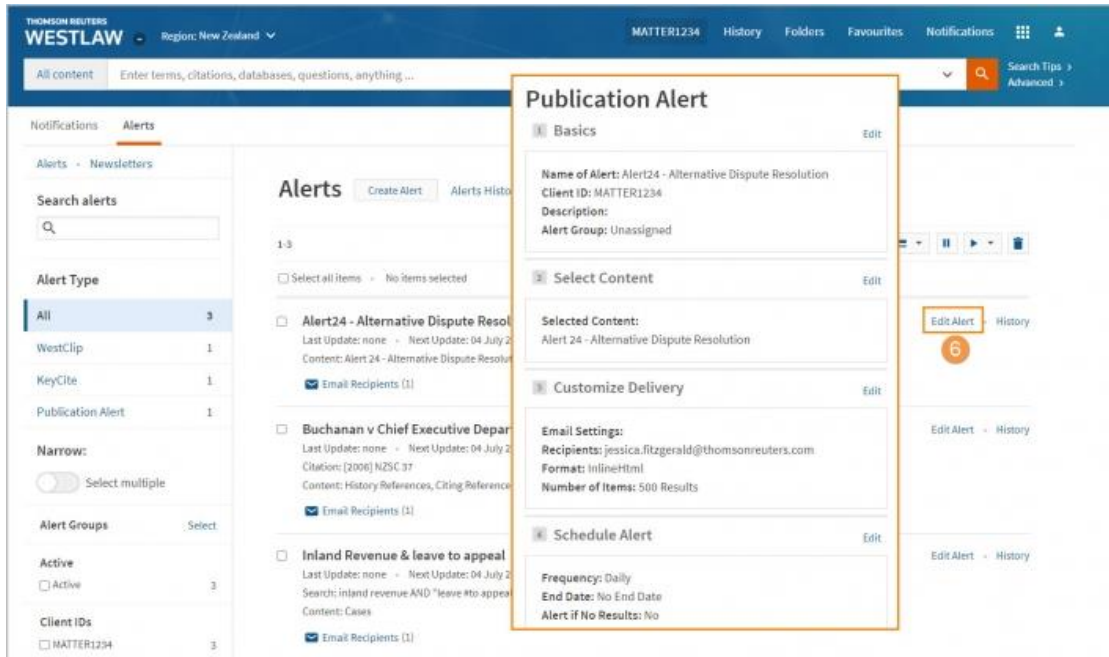


## Managing Alerts

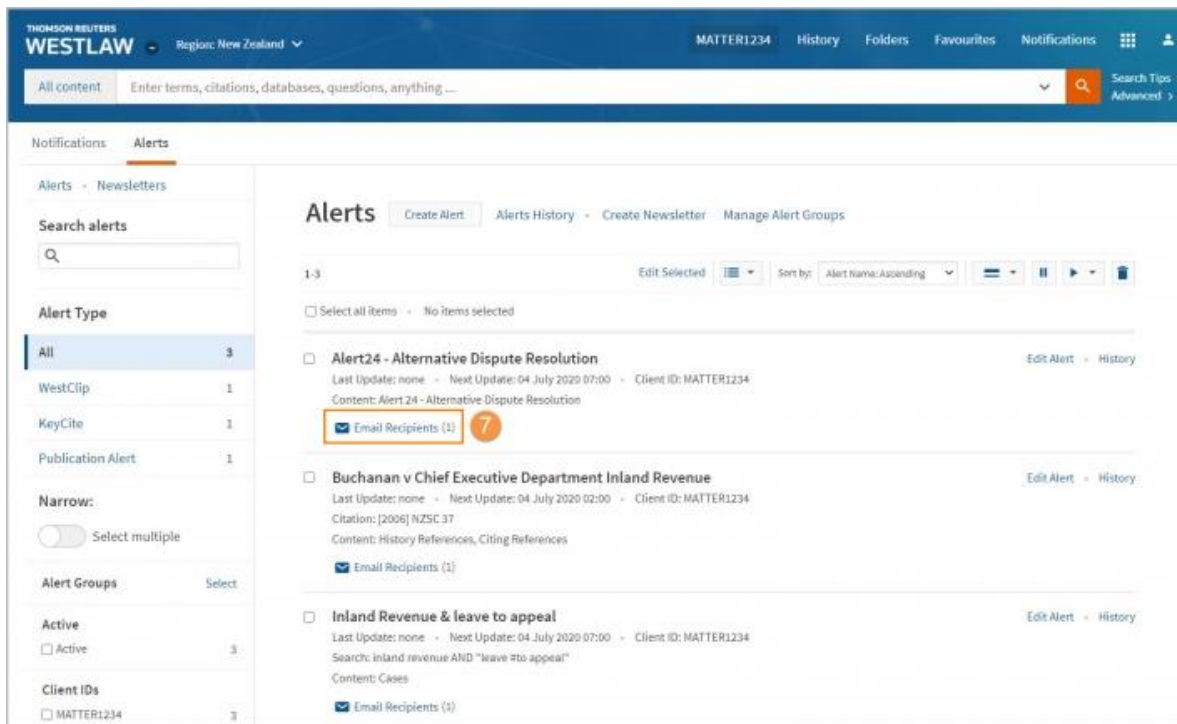
Manage your alerts to edit the alert content, schedule, and recipients.

1. Access **Alert Centre** from the top menu by selecting Notifications and Alerts
2. Edit selected allows you to add the selected alert to an **Alert Group**
3. Pause a selected alert until a specified date
4. Run the selected alert or resume the scheduled delivery
5. Delete the selected alert

6. Edit alert allows you to edit the full alert – name, content, search terms, delivery, and schedule.



7. Email recipients allow you to edit the recipients for the alert
  - Edit delivery – Click this link to go directly to the Customise Delivery section of the alert.
  - Add, remove, or edit email addresses, Continue, and Save Alert.



## Looking for more information?

To sign into Westlaw New Zealand, visit <https://nzlaw.thomsonreuters.com/>

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