

# Consult Carswell Quick Reference Card Stay Current with Automatic Email Updates

Consult Carswell provides you with the ability to stay up-to-date on the most recent and relevant current events affecting corporate Canada and HR. The customizable email alert service helps you stay current and aware by choosing which categories of updated information you want delivered to your inbox on a daily basis. Your email alert is set up by default for you.

To set your preferences on the type of information you want to receive, follow these steps:

1. Log in to Consult Carswell with your User Name and Password.
2. Click **My Consult Carswell** at the top of the screen.



Figure 1

3. Click **Email Updates**.

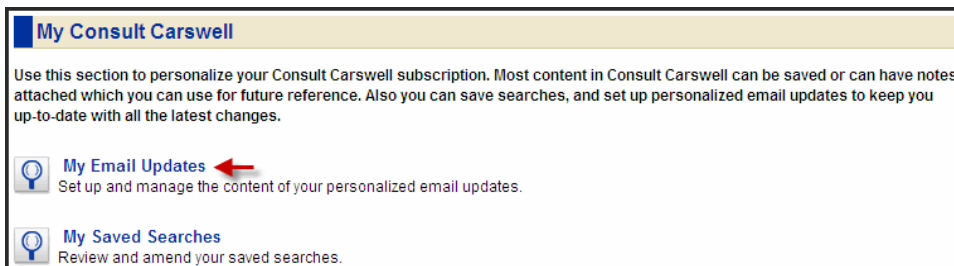


Figure 2

4. Click **Create Personalized Email Update** to retrieve the template.

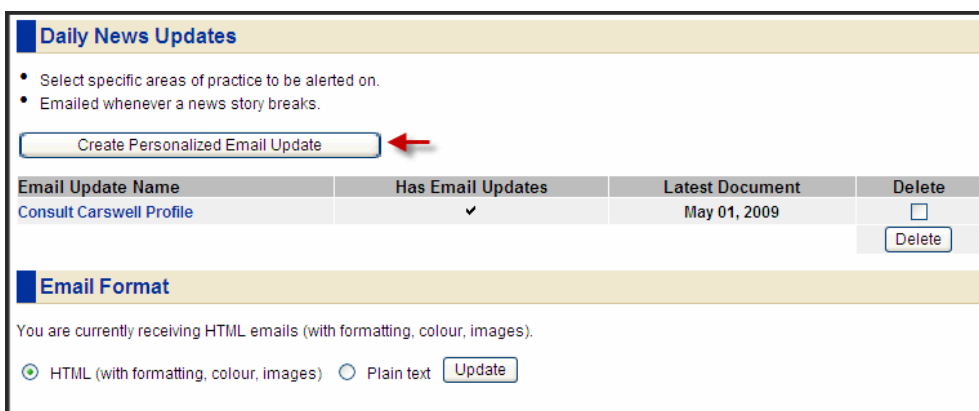


Figure 3


- provided.
2. Select the subjects(s) you want to monitor. To select a specific subject, click the subject type in the **Don't watch** box and then click the **Assign Subjects** button . (To select multiple subjects at one time, click the first subject and then while holding down the Ctrl key, click the other subjects.) Subjects selected will appear in the **Watch** box. To monitor all subjects by keyword, enter the keyword(s) into the field provided.
  3. Click **Create Email Update**.

Figure 4

The **Daily News Updates** page appears displaying your newly created update.

Email Update Name	Has Email Updates	Latest Document	Delete
Consult Carswell Profile	✓	May 01, 2009	<input type="checkbox"/>
Ethics and Govern. updates	x	No results found*	<input type="checkbox"/>

Figure 5

5. Select your Email Format.
6. Click **Update**.

For assistance using Consult Carswell or to arrange  
training call 1-800-387-5164 0509