



Marian Koshland Bioscience and Natural Resources Library
<http://www.lib.berkeley.edu/BIOS/>

PubMed Keeping up to date by creating alerts

PubMed's **Automatic E-Mailed Updates** feature enables you to create a search to be run automatically in PubMed, or in any other Entrez database available from NCBI. The results are sent to your e-mail address. Whenever you perform a search in PubMed, you can use My NCBI to create an alert (**Automatic E-Mailed Update**).

To create an automatic e-mail update you must be signed into My NCBI. Click on "Register" under My NCBI on the top right of the PubMed screen.



My NCBI: Register

Register here. You may also [sign in](#) or [reset your password](#).

User Name
three to ten characters

Password
six to eight characters

Repeat Password
passwords must match

Keep me signed in unless I sign out
Leave unchecked on public computers
[About automatic sign in](#)

These items let us reset your password if you forget it.

Security Question
choose a question

Answer
answer the question here

You can provide an e-mail address (optional).

E-mail Address

[about your privacy...](#)

Do not use this option on a publicly accessible computer. This would enable anyone using this computer to access your personal My NCBI.

For first time registration: A confirmation e-mail will be sent to this address, explaining how to complete the registration. No automatic updates will be sent to an address until it has been confirmed.

Saving Searches

After running your search in PubMed, click on "Save Search" link to the right of the query box. (Note: NLM recommends not including search #'s in your search statement).



Log into My NCBI if you are not already logged in. Your last search query will be displayed:

Save Search

Your search in PubMed
gene network

Enter a name for your search:

Would you like to receive e-mail updates of new search results?
 No
 Yes

Callout boxes:
- "Edit or change your search name here." points to the search name input field.
- "Select 'Yes' to receive automatic e-mail updates for your search." points to the 'Yes' radio button.

Save Search

Your search in PubMed
gene network

Enter a name for your search:

Would you like to receive e-mail updates of new search results?
 No
 Yes

E-mail to:
["SPAM" filtering software notice](#)

How often?
 The of each month
 Every
 Every day

Format: as

Maximum number of items to send:

Send e-mail even when there are no new results: Yes

Additional text (optional):

Callout boxes:
- "Set the update format. To see full text links (UC-eLinks), use HTML. For EndNote use MEDLINE format as Text." points to the 'Format' dropdowns.
- "Set the update frequency." points to the 'How often?' radio buttons.
- "Set the maximum number of references you wish to receive." points to the 'Maximum number of items to send' dropdown.

Finally, press the button.

Note: In order to see the UC-eLinks in your updates, first open another PubMed window, using this url: <http://uclibs.org/PID/17708> (or go through the Bioscience Library home page). When you click on a link in your update e-mail, the UC-eLinks button should be present in the "abstract" display.