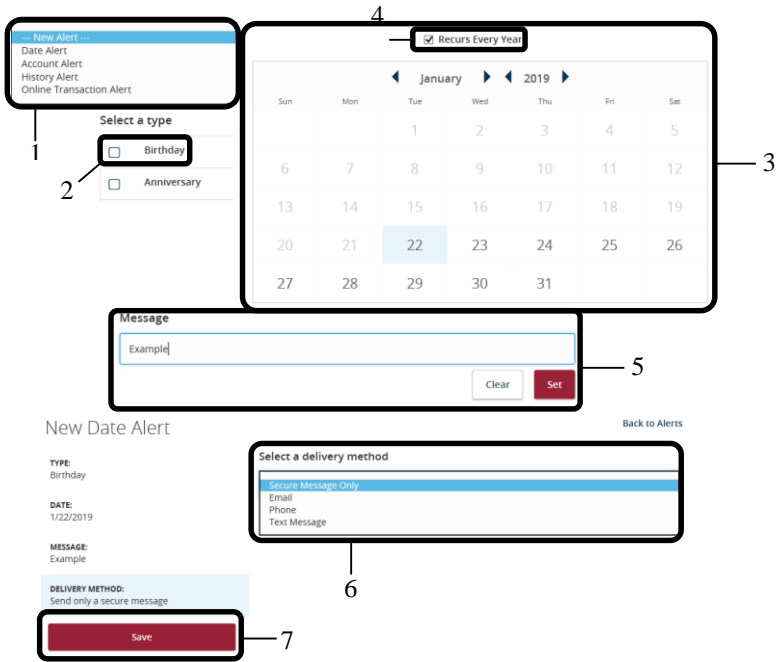


Date Alert

Just like marking a calendar, you can set up alerts to remind you of specific dates or events. That way, you never forget a birthday or anniversary again!



In the **Settings** tab, click **Alerts**.

1. Use the “New Alert” drop-down and select “Date Alert.”
2. Check the box next to an alert type.
3. Enter the date for the alert to occur.
4. Check the box next to “Recur Every Year” to have your alert repeat annually.
5. (Optional) Enter a message and click **Set**.
6. Select a delivery method from the drop-down.
7. Click **Save** when you are finished.