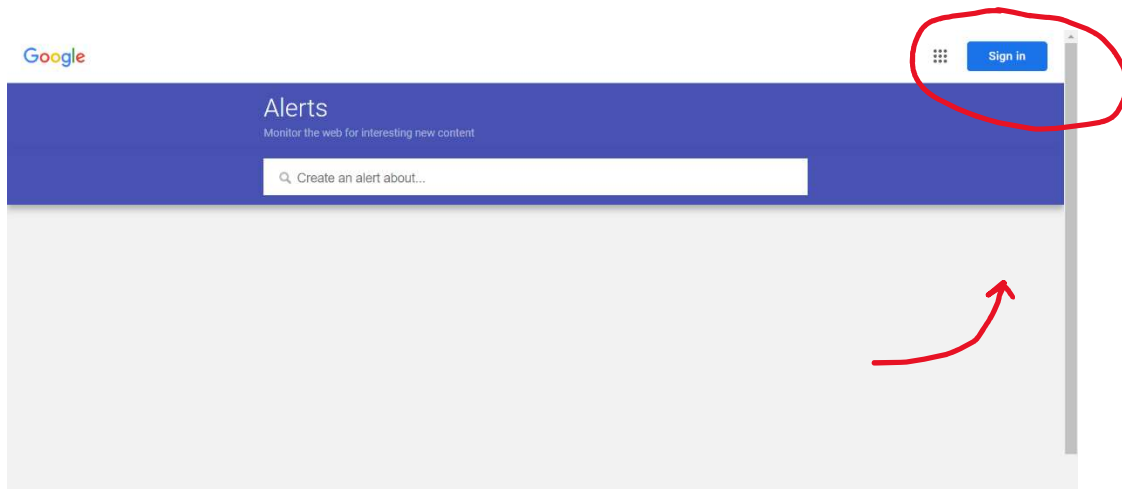


# How to Set Up Google Alerts

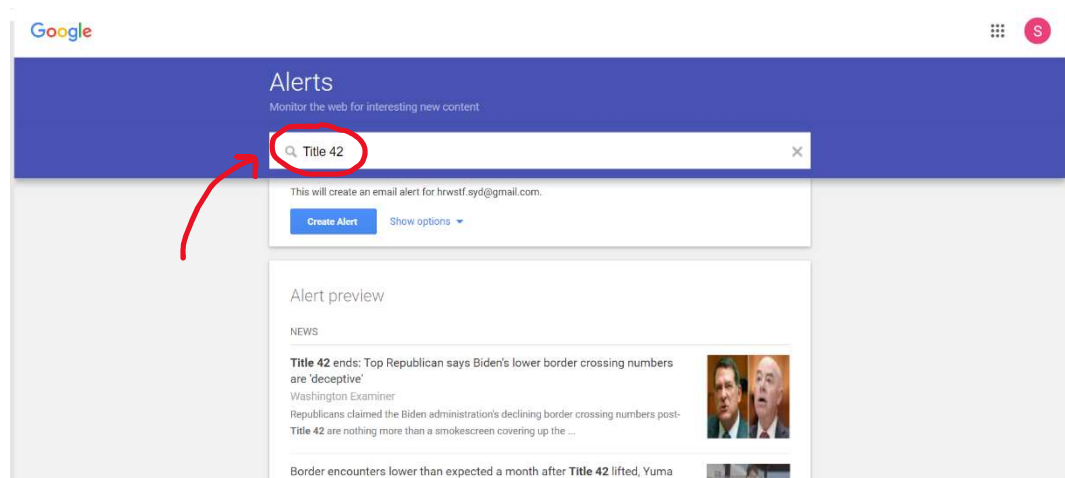
*As a leader, you will be responsible for keeping up to date on the latest news relevant to the campaign. Google alerts are a simple way to ensure you don't miss any coverage of the issue at hand. This tool will be especially helpful for STF Researchers.*

**Step 1:** Go to <https://www.google.com/alerts>

**Step 2:** Click the Sign In button on the top right to sign into your google suite account to log in.



**Step 3:** Enter a search term that you'd like to be alerted about when it appears in the news.



**Step 4:** Click the blue "Create Alert" button to finalize the alert. Once finalized, Google will automatically send you an update at the same time every day, which will include the most relevant results from Google News that include the term you've entered.