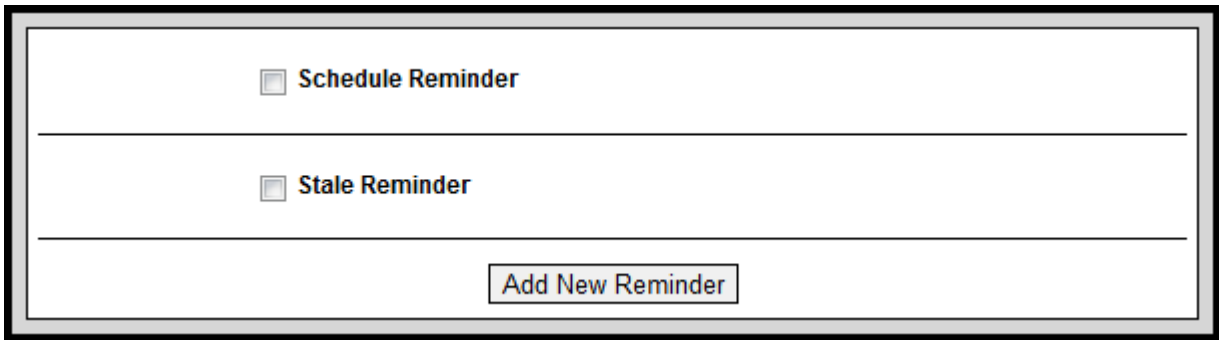
Set Reminders

Reminders can be set in OU Campus, to remind you to check the content of the page after a period of time. This is useful if your page has dates that need to be updated frequently.

1. Go to the Pages View by clicking on the content tab; **locate the page** where you want to schedule a reminder.

***NOTE:** You can only modify pages that have not been checked out to someone else.*

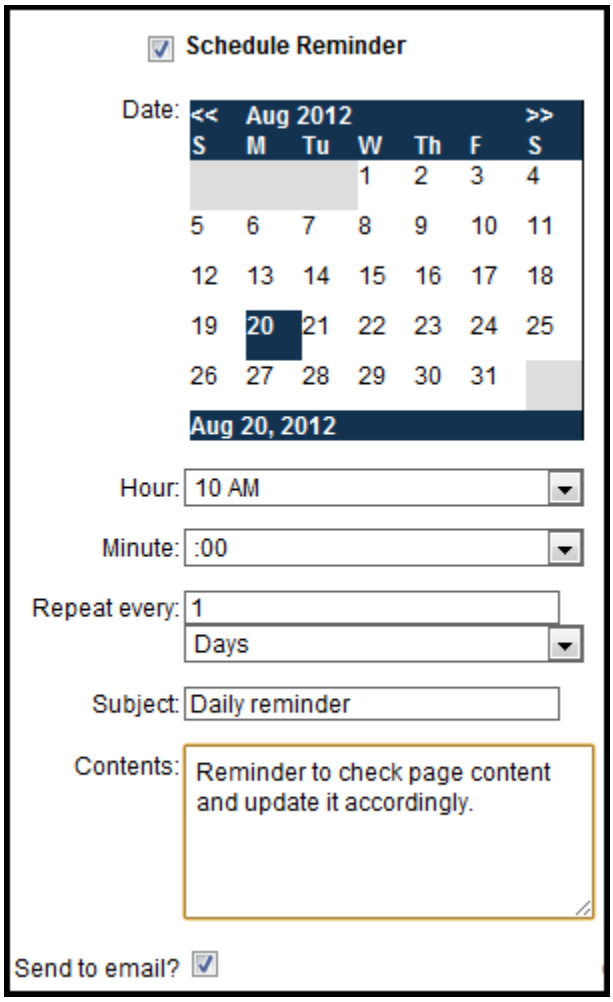
2. Click the **Check-out icon** so that the light bulb is lit.
3. Click the reminders icon:.
4. You will then be given the option to choose between scheduling a reminder or setting a stale page reminder.



SCHEDULE REMINDER

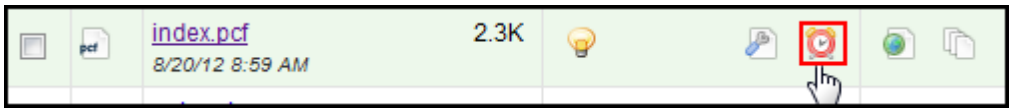
A page can be scheduled to remind you to take action in the future.

1. Users must first select a date, then an hour and minute (in 15 minute increments).
2. Optional items include repeating every day, week, month or year.
3. In addition, an optional notification email that you create can be sent to you on the set date and time.
4. When finished, click Add new Reminder.



Once the reminder is scheduled a green success message will appear at the top of the page, stating the "Page schedule reminder was scheduled successfully".

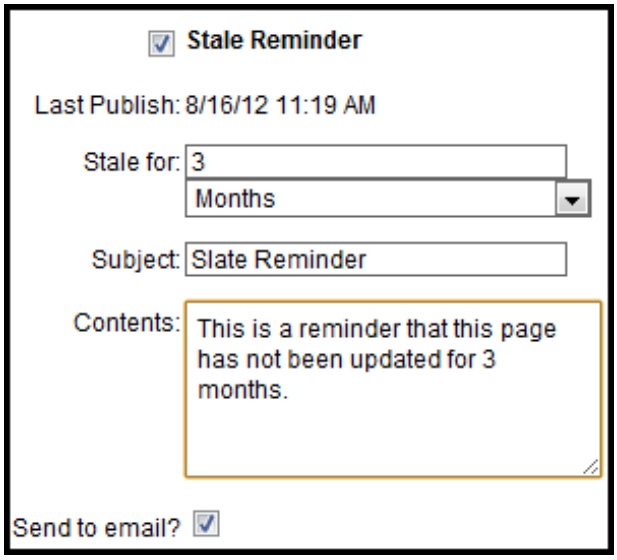
To modify the scheduled reminder at any time, check out the page by clicking the unlit light bulb so that it is lit. Then click the red Schedule button in the Pages list.



Make the modifications then click the **Change or Add Reminder** button at the bottom of the schedule alert screen.

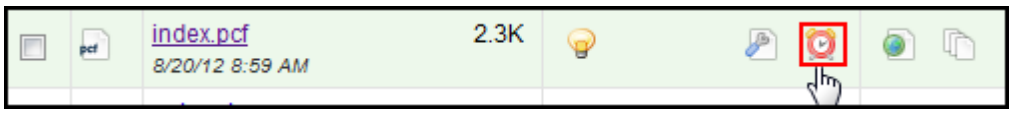
STALE REMINDER

Stale Reminders allow you to set the system to automatically send you an email when a certain page has not been updated for a set amount of time. Simply checkmark the stale reminder button to schedule the reminder. Then select the time period and fill out an optional external notification email that will be sent to you when the page has been stale for the set amount of time.

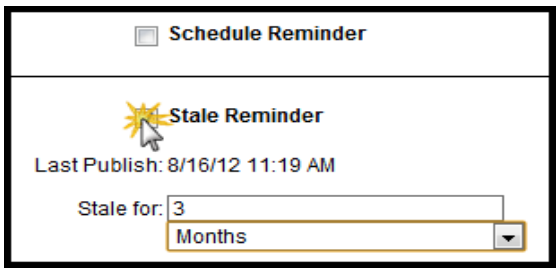


NOTE: *The stale page reminder checks from the last published date and time, not the date and time that the stale reminder was set.*

You will see a green success message once your stale reminder has been created. To modify the scheduled reminder at any time click the red Schedule button in the Pages list.



Make the modifications and then click the Change or Add Reminder button at the bottom of the schedule alert screen.

REMOVE A REMINDER

To remove a scheduled reminder, uncheck the Schedule Reminder or Stale Reminder checkmark and then click the Change or Add Reminder button.