Watching Articles

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What is watching? Why would I want to watch an article?

When you watch an article you will receive email notices any time that article is updated or somebody leaves a comment on it.

We recommend watching all the articles you create so you can review comments and changes made by other contributors. You might also want to put watches on articles related to products or services you maintain for awareness purposes.

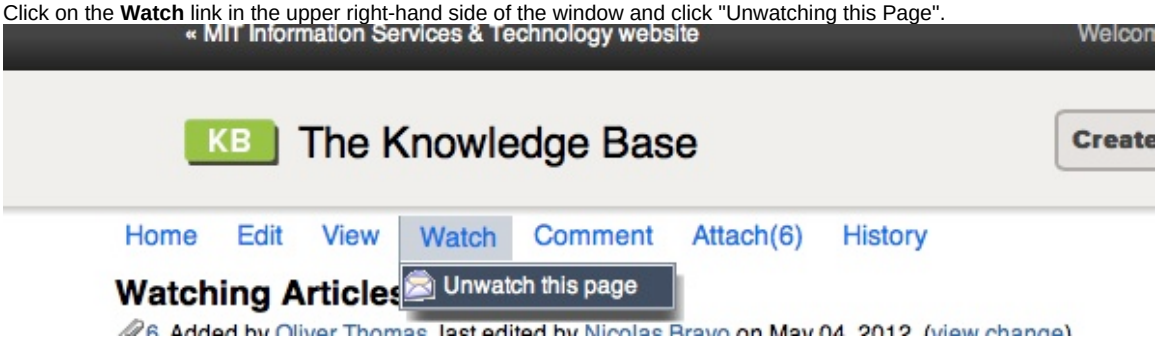
How do I watch an article?

1. Make sure you're logged in.
2. Navigate to the article you want to watch.
3. Click on the **Watch** link in the upper right-hand side of the window and click on "Watch This Page".

Result: You are now watching this article.

How do I stop watching an article?

1. Make sure you're logged in.
2. Navigate to the article you want to watch.
3. Click on the **Watch** link in the upper right-hand side of the window and click "Unwatching this Page".



Result: You are no longer watching this article.

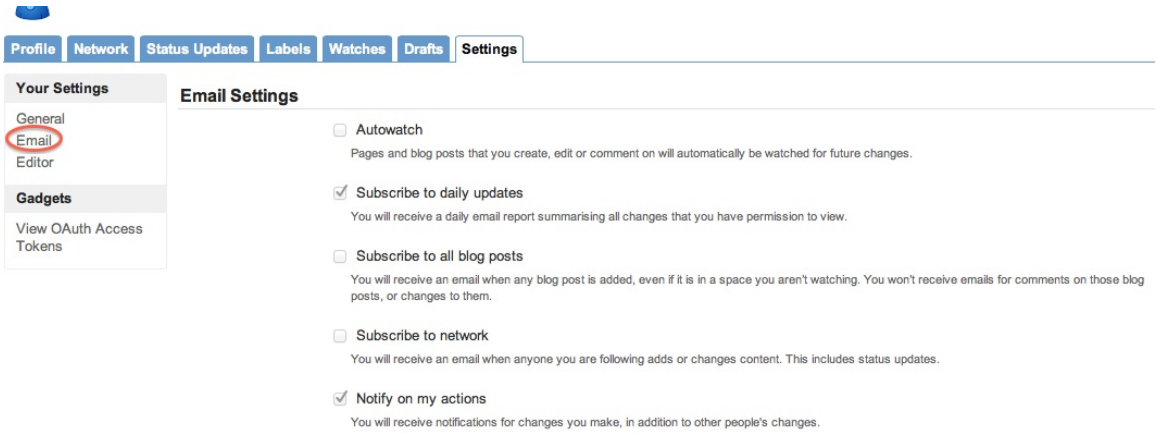
Can I get a daily digest of changes instead of individual emails each time an article changes?

Unfortunately, there is no digest setting for your watches. However, you can subscribe to a digest of all the changes made in The Knowledge Base instead. See below for details.

Can I watch everything in the Knowledge Base?

Yes, you can receive a daily digest of changes made to all the spaces in The Knowledge Base you have permission to view. To set this up:

1. Be sure you're logged in.
2. In the upper right-hand corner of the screen click on your name.
3. Click on the **Settings** tab.
4. In the "Your Settings" section on the right-hand side, click on **Email**.

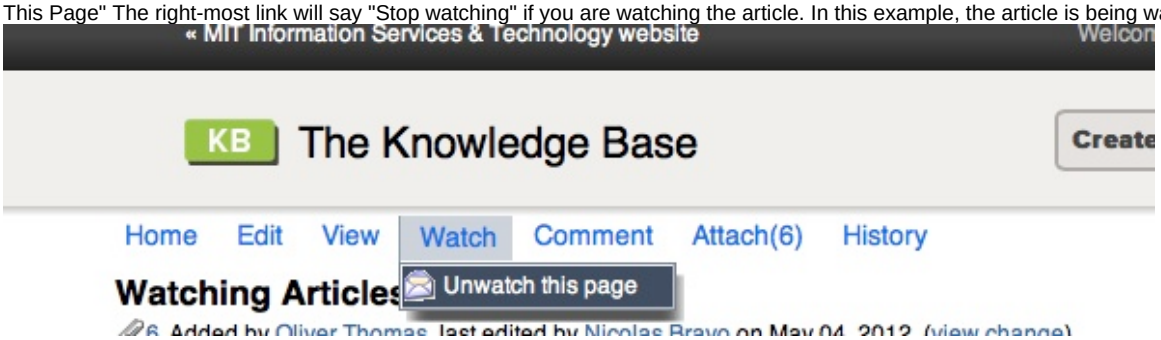


Click on thumbnail to view full-size image

1. Click the "Edit" button at the bottom (you may have to scroll down).
2. Check the box for **Subscribe to daily updates** and click **Submit**.
   Result: You are returned to the main View Profile screen and you will start receiving digest-style emails with a list of all the article created, edited or commented on each day.

How do I tell if I'm watching an article?

1. Make sure you're logged in.
2. Navigate to the article.
3. Click on the **Watch** link in the upper right-hand side of the window. If you are not watching the article, the menu option will say "Watch This Page" The right-most link will say "Stop watching" if you are watching the article. In this example, the article is being watched:



How can I get a list of all the articles I'm watching?

1. Make sure you're logged in.
2. In the upper right-hand corner of the screen click on your name.
3. Click on the **Watches** tab.
   Result: A list of all the articles you've put watches on appears.

To stop watching a page, you can click on the envelope icon next to it on the right-hand side of the listing.