

# Google It

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## Basics

### *So, what's new?*

Google **News Alerts** enable you to have your own news clipping service by email. Only a few years ago this kind of service would have priced most of us out of the market. Now it's free. Let's get started.

First you go to the Google home page at [www.google.com](http://www.google.com). Then click on **News** at the top.

Next click on **News Alerts** on the Left side of the screen. See page 2, Box 1. The **Welcome to Google Alerts** screen will appear. You are invited to create a Google Alert. See page 3, Box 2.

### *Be Creative*

Box 3 solicits:

- **Search Terms.** I used: IRS employee surveys + GAO. (It's only a matter of time.)
- **Type** – The drop down menu lets you choose from News, Web, News & Web and Groups.
- **How often** – You pick either Once a day, as-it-happens or once a week. You should decide the level of urgency of monitoring your search terms and your interest in staying ahead of the news curve.

Box 4 asks for your email address.

Enter the email address you want to use to receive the News Alerts. Google will send an email to this address and ask you to verify your request.

## Google Lite – IRS Intranet

As of this writing, today marks the last day of the Google pilot on the Intranet. Unless there is a change in plans, we will be cast adrift in an ocean of information regarding our work procedures and other important assistance in doing our jobs.

In some IRS divisions, policies and procedures change so rapidly you could say they are unstable. I know I do.

I hope everyone took the Google survey and rated the usefulness of Google on the Intranet. We need this efficient tool.

You can create multiple News Alerts at multiple email addresses.

### *Don't Overdo It*

Avoid becoming a “news junkie.” How many emails do you really want to receive alerting you to news stories? If you guessed wrong you can always cancel some or all of the News Alerts.

### Not Too Basic

Check out the FAQs – See Box 5.

Make sure you read FAQ number 8. Using the Advanced News Search feature in your News Alerts enhances your news search capabilities on an order of magnitude. In other words, this is good stuff!

If you have any tips or suggestions feel free to send them to me at: [nteumlp@gmail.com](mailto:nteumlp@gmail.com)

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IRS employee surveys + GAO

Search News

Search the Web

[Adv](#)  
[Pref](#)

**Top Stories**

Your search - **IRS employee surveys + GAO** - did not match any documents.

**World**

**U.S.**

Suggestions:

**Business**

**Sci/Tech**

Make sure all words are spelled correctly.

**Sports**

Try different keywords.

**Entertainment**

Try more general keywords.

**Health**

Try fewer keywords.

**Most Popular**

Also, you can browse today's headlines on the [Google News](#) homepage.

[News Alerts](#)



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## Welcome to Google Alerts

Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic.

Some handy uses of Google Alerts include:

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- monitoring a developing news story
- keeping current on a competitor or industry
- getting the latest on a celebrity or event
- keeping tabs on your favorite sports teams

Create an alert with the form on the right.

You can also [sign in to manage your alerts](#)

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[FAQ](#) | [Sign in](#)

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### Create a Google Alert

Enter the topic you wish to monitor.

Search terms:

Type:

How often:

Your email:

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Create Alert

Google will not sell or share your email address.

The form is titled "Create a Google Alert" and includes a sub-header "Enter the topic you wish to monitor." It contains several input fields: "Search terms" with the value "IRS employee surveys +", "Type" with a dropdown menu set to "News", and "How often" with a dropdown menu set to "once a day". There is an empty "Your email:" field. A "Create Alert" button is located below the email field. A "FAQ | Sign in" link is in the top right corner. Numbered callouts (2, 3, 4, 5) point to the "Create a Google Alert" title, the "Your email:" field, the "Create Alert" button, and the "FAQ | Sign in" link, respectively.