

Watching a Page or a Space

Within U-KNOW, one of the easiest ways to keep up to date on the changes going on in a space is to Watch that space.

Watching a space causes an email to be sent to your Drew email account every time someone other than yourself makes any of these changes to a space:

- Adding a new page
- Adding a new comment
- Deleting a comment
- Updating an existing page
- Deleting a page
- Attaching a new file

When you don't want to watch an entire space in U-KNOW, but need to be updated on changes to a particular page, you can watch just one page. You will be sent an email every time the page is changed or commented on by another user.

To watch a space:

1. Click on the **Watch** button near the top right of any page in the space.
2. A box will pop up giving you the option to watch the page or the entire space. Check the desired box.
3. Click anywhere else on the page to make the box go away.

To **stop watching** a page or space, pull open that menu and uncheck the appropriate box.

