
TURN ON YOUR EMAIL ALERTS

IRIS Helpdesk: iris@nuiagalway.ie



Turn on your email alerts

You can now receive email alerts from IRIS to alert you of any new publications which IRIS has pulled from Web of Science and Pubmed into your IRIS profile (based on your author name and NUI Galway address name variants). IRIS will also search for publications you have co-authored with another NUI Galway member; this means that you can claim your publication instead of manually entering it.

Step 1 Preferences

Select 'User Preferences' on the vertical menu bar on the left hand side of the screen. Select and click 'Yes' on the tick box to 'Receive Email Alerts' at the bottom of the screen.

The screenshot displays the 'User Preferences' page in the IRIS system. The left-hand navigation menu includes sections for Overview, Profile, Research, Tools, Reporting, and Administration. The 'User Preferences' section is active. The main content area features a list of research categories, each with a checkbox. At the bottom of this list, two radio button options are circled in red: 'Receive Alerts:' with 'Yes' selected, and 'Automatically add claimed publication to profile:' with 'Yes' selected. A blue 'Save' button is also circled in red. On the right side, there is a sidebar with a 'Log Out' button and two informational boxes: 'Receive Alerts' and 'Automatically Add Publications'.

Step 2 Save

Click 'Save' at the bottom of the screen.

(The alert email will be sent from iris@nuigalway.ie please ensure the email is not directed to your junk mail folder)