



Table of Contents Email Delivery via PubMed

PubMed can automatically email you new articles from journals of your choice! To do this, you need a **MyNCBI** account.

Step 1: Sign in to MyNCBI or Create a New Account

Connect to <http://www.mclibrary.duke.edu/pubmed>. In the upper-right corner of the screen, select **My NCBI**. Log in using your MyNCBI user name and password. New users may register by clicking on **register for an account**.

Step 2: Search for a Journal

1. Click on the **Advanced search** link.
2. Using the **Search Builder**, select **Journal** from the drop down menu.
3. Type in the full name of the journal.
4. Select the title from the drop down list.
5. Click **Add to Search Box** next to the search box at the top.
6. Click **Search**.



Step 3: Set Up Email Delivery

1. From the results screen, click on **Save Search** above the search box. (If you have not logged in, you will be prompted to do so first.)
2. Change the name of your search or leave it as is. Click the green **Save** button.
3. The next screen allows you to set email alerts.
Under the question “*Would you like to receive e-mail updates of new search results?*” Select **Yes**.
4. Choose **how often** you would like to receive the new citations.
Note: Journal publication schedules vary. To be sure you get the new Table of Contents as soon as possible, select “Every day.” As new citations are added, you will receive an email.
5. Pick your preferences for delivery **format**. Choose **Abstract** for formatting similar to what you see in PubMed.
6. Increase **maximum number of items to send** to **50** to make sure you get the full table of contents.
7. Click **OK**.

What if I want to Change Frequency or Delete a Journal?

1. In the upper right corner of the screen, click on **My NCBI** and sign in.
2. In the “Manage Saved Searches” area, find the journal title in your list of saved searches.
3. To make changes to this selection, click on the gear link next to the search title.

