



# Duke University Medical Center Library

## Table of Contents Email Delivery via PubMed

### My NCBI: Sign In

Connect to <http://www.mclibrary.duke.edu/pubmed>. In the upper-right corner of the screen or under *PubMed Services*, select **My NCBI**. If you have a My NCBI account, log in using your user name and password. New users may register by clicking on **register for an account**.

### Search for a Journal

1. Click on the **Limits** tab.
2. Next to **Search by Journal**, select **Add Journal**.
3. Type in the full name or the abbreviation of the journal.  
(i.e. *New England Journal of Medicine* or *N Engl J Med*)
4. Select the title from the drop down list.
5. Click **Go** next to the search box at the top.



### Set Up Table of Contents Email Delivery

1. From the results screen, click on **Save Search** (to the right of the search box).
2. A new window will pop up with the question: "Would you like to receive e-mail updates of new search results?" (If you have not logged in, you will be prompted to do so first.)
3. Select **Yes**.
4. Enter the **email address** where you want the table of contents delivered.
5. 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.
6. Pick your preferences for delivery **format**. (We recommend "Abstract" as "HTML.")
7. Increase **maximum number of items to send** to **50**.
8. Click **OK**.

### Changing Your Settings or Deleting a Journal

1. In the upper right corner of the screen or under *PubMed Services*, click on **My NCBI** and sign in to the system.
2. Under "Searches," find the journal title in your list of saved searches.
3. To make changes to this selection, click on the schedule link (under "Details").
4. To delete this selection, put a checkmark in the box next to the title and choose **Delete Selected** from the bottom of the page.



Check here to delete this journal

Click here to change your preferences

