

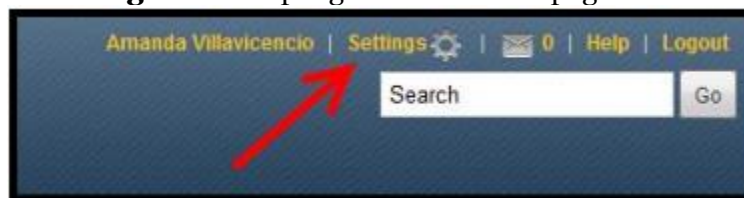
TUTORIAL

NOTIFICATION SETTINGS

This tutorial will show you how to adjust the emails you receive from your ePortfolio account.

<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

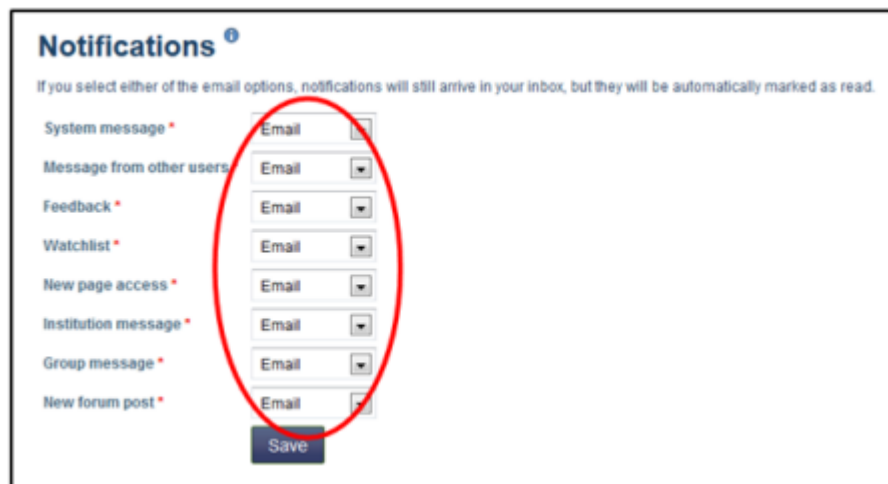
1. Login and click **Settings** on the top-right corner of the page.



2. Select the **Notifications** tab.



3. From here you can change the notification settings to **Email**, **Email Digest**, or **Inbox**.



System message *	Email
Message from other users	Email
Feedback *	Email
Watchlist *	Email
New page access *	Email
Institution message *	Email
Group message *	Email
New forum post *	Email

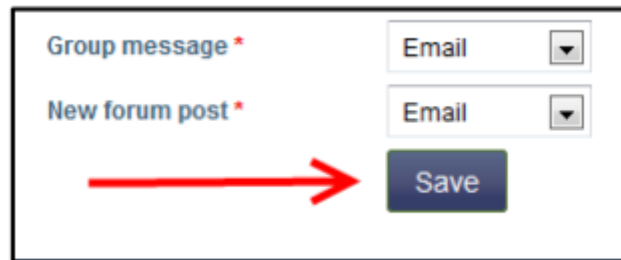
Save

TUTORIAL

- If you wish to receive an email every time activity occurs, select **Email**.
- If you only want to receive a single email with a list of all activity that occurred in the last 24 hours, select **Email Digest**.
- Otherwise, select “Inbox” to have all notifications forward to your inbox on ePortfolio. Click the **Help** button next to the **Notifications** title for more information



4. Once you've made the appropriate changes, click **Save**.



My Notes: