

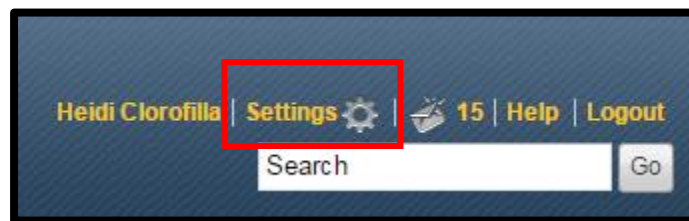
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NOTIFICATION SETTINGS

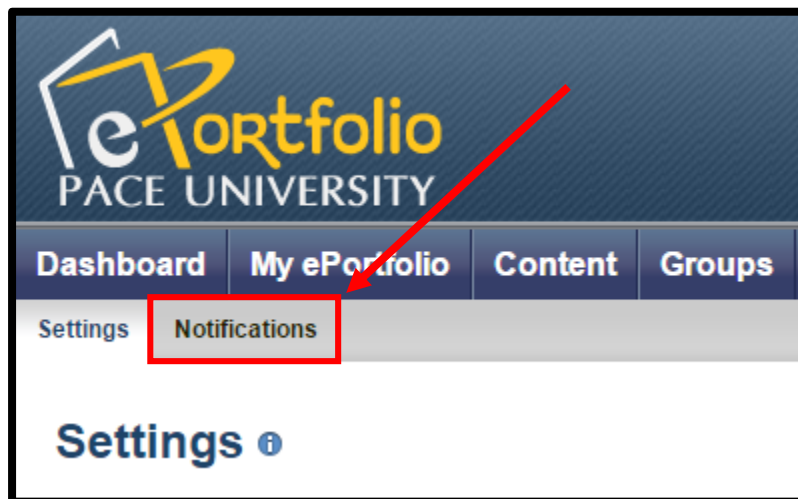
This tutorial will show you how to adjust the emails you receive from your ePortfolio account.

<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.

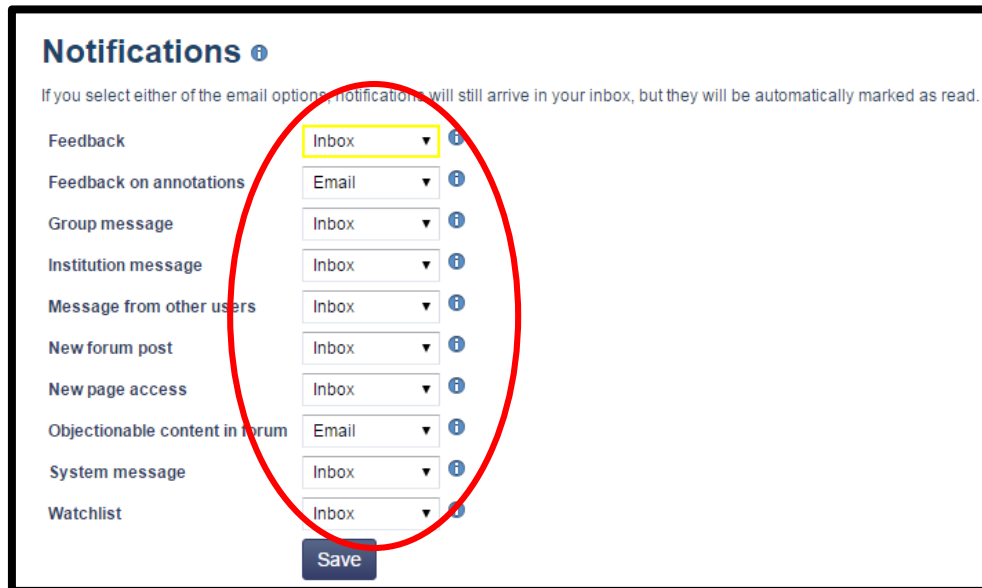


2. Select the “**Notifications**” tab.



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3. From here you can change the notification settings to “**Email**”, “**Email Digest**”, “**Inbox**” or “**None**”.



Notifications ⓘ

If you select either of the email options, notifications will still arrive in your inbox, but they will be automatically marked as read.

Feedback	Inbox	ⓘ
Feedback on annotations	Email	ⓘ
Group message	Inbox	ⓘ
Institution message	Inbox	ⓘ
Message from other users	Inbox	ⓘ
New forum post	Inbox	ⓘ
New page access	Inbox	ⓘ
Objectionable content in forum	Email	ⓘ
System message	Inbox	ⓘ
Watchlist	Inbox	ⓘ

Save

- 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.
 - If you wish to receive no notifications, select “**None**”.
- Click the “**Help**” button next to the “**Notifications**” title for more information



4. Once you’ve made the appropriate changes, click “**Save**”.



System message Inbox ⓘ

Watchlist Inbox ⓘ

Save

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My Notes: