ACADEMIC TECHNOLOGIES (ITS)

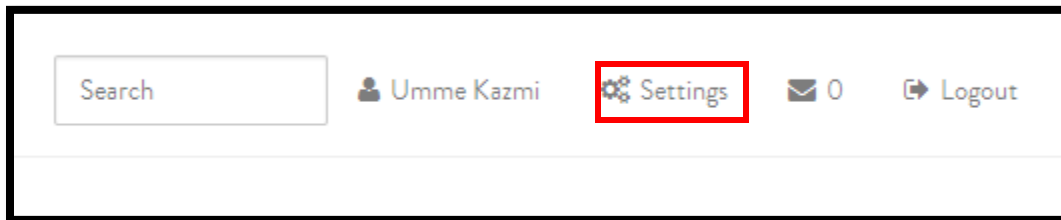**PACE UNIVERSITY**
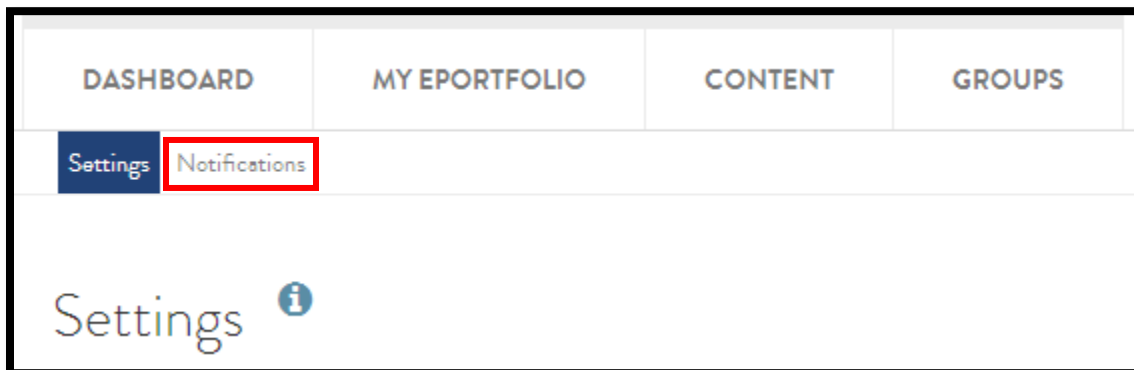Work toward greatness.

TUTORIAL

NOTIFICATION SETTINGS

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

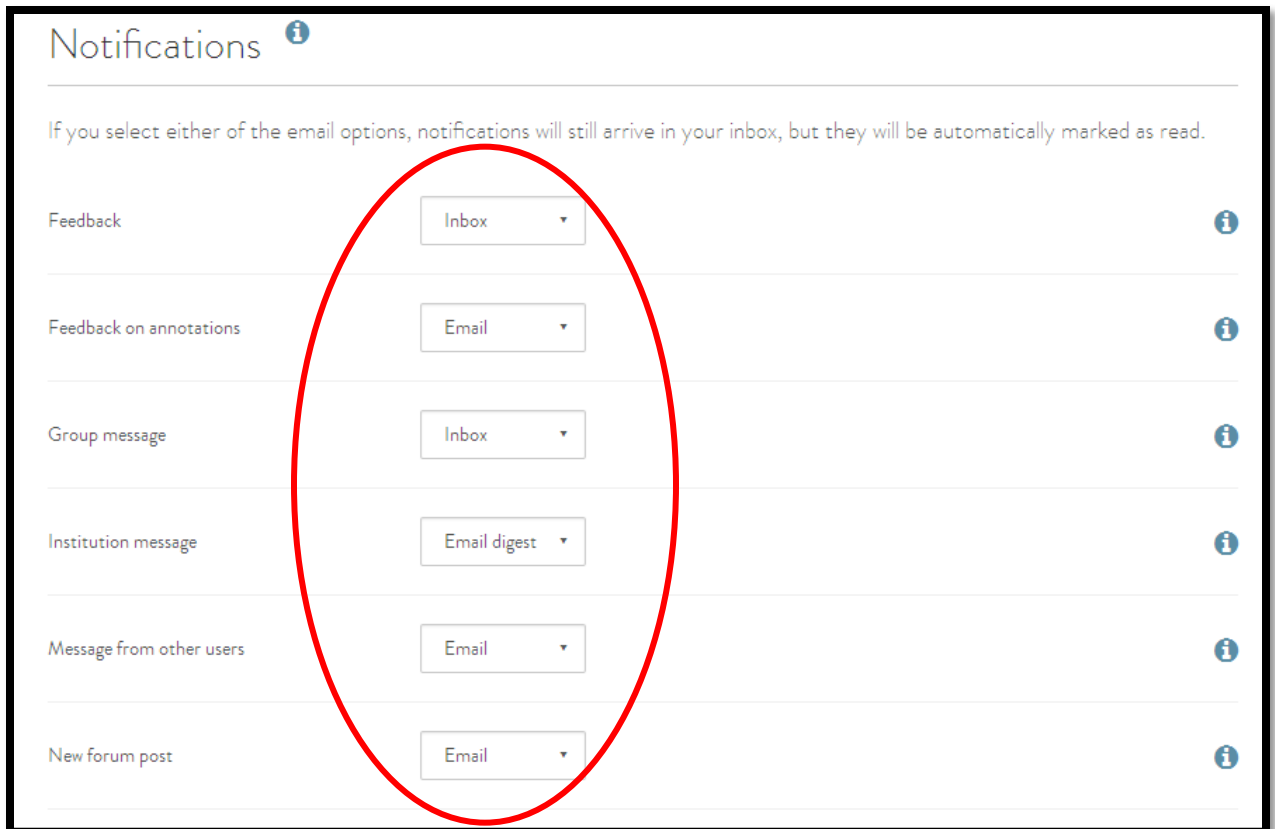1. **Login** and click **Settings** on the top-right corner of the page.

Search	👤 Umme Kazmi	⚙ Settings	✉ 0	↪ Logout

2. Select the **Notifications** tab.

DASHBOARD	MY EPORTFOLIO	CONTENT	GROUPS

Settings   Notifications

Settings ⓘ

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914 773 3664 (PLV)
212 346 1661 (NYC)
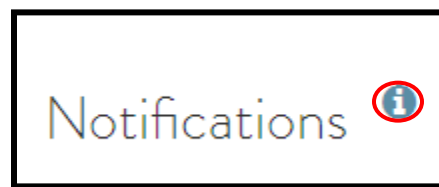
3. From here you can change the notification settings to **Email, Email Digest, Inbox or None.**
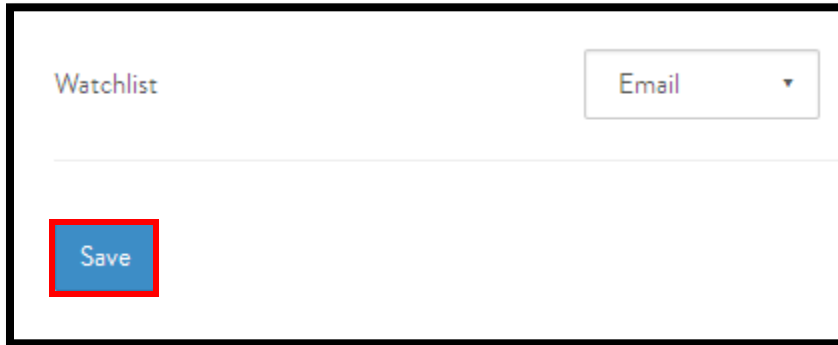

- If you wish to receive an email every time activity occurs, select **Email**.
- If you only want to receive a single email with a list of all activity that occurred in the last 24 hours, select **Email Digest**.
- Otherwise, select **Inbox** to have all notifications forward to your inbox on ePortfolio.
- If you wish to receive no notifications, select **None**.
  Click the **Help** button next to the **Notifications** title for more information

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

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