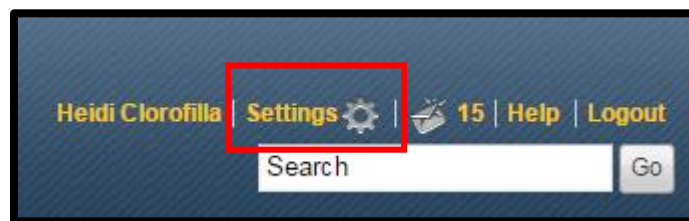


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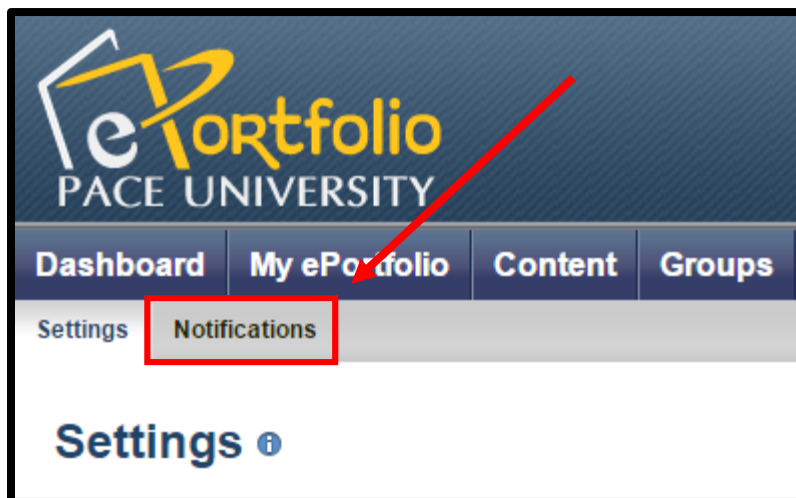
NOTIFICATION SETTINGS

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

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

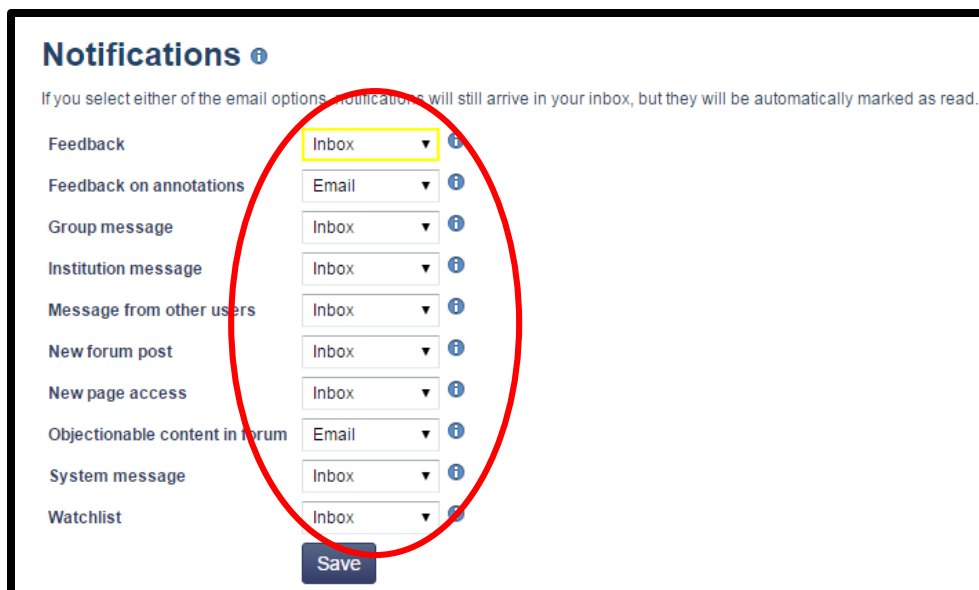


2. Select the **Notifications** tab.



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



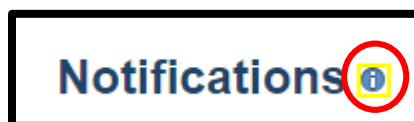
Notifications ⓘ

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