

TUTORIAL

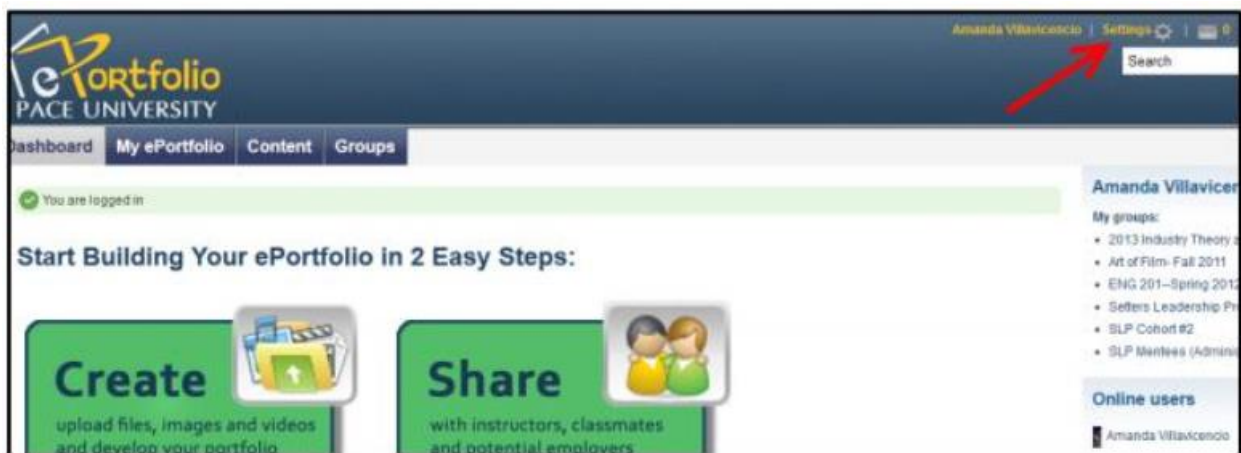
ADDING A PAGE TO YOUR WATCHLIST

This tutorial will show you how to receive notifications when a user updates one or more of their pages.

1. Navigate to the page that you wish to follow. Scroll to the bottom of the page and select the **Add Page to Watchlist** button. A verification message will pop up at the top of the page will confirm that the page has been added to your watchlist.



2. You may wish to change the method by which you are notified. To do so, go back to your homepage and click **Settings** at the top right.



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3. Click **Notifications**.

Dashboard My ePortfolio Content Groups

Settings Notifications

Notifications ⁱ

If you select either of the email options, notifications will still arrive in

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

- 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.
4. If you want to remove a page from your watchlist go back to that user's page and click the **Remove Page From Watchlist** button on the bottom of a page.

Report objectionable material Print **Remove page from watchlist** ⁱ