

Viewing and overriding your own event notifications


You can change the event types for which you receive notification and specify whether you want to receive notifications in individual e-mail messages as events occur or in a summary once per day.

You can receive event notifications only if your e-mail address is provided in your user account.

1. On the right side of the toolbar, click your user name.

Note: In an integrated system, you must be in the **Projects** or **Libraries** view or in a specific project or library.

The **User Information** view displays your role information. All roles assigned to you (at the level you're viewing) and a combined set of notification settings are listed.

2. Click the **envelope** icon  above the name of a role to view the notification settings for that role.
3. For each event type for which you want to receive notifications, select the check box in the **Email** or **Digest** column.
 - **Email:** Sends notifications about the event type in individual e-mail messages as the events occur.
 - **Digest:** Sends notifications in a digest format once per day. The digest format is an e-mail message that summarizes all events of a given type for the past 24 hours. (Your administrator controls the time of day at which digests are sent.)
4. If you select any task-related events, in the **Filter** column, select one of the following options:
 - **mine:** You will receive notifications only when the event is associated with a task in which you are involved—for example, you created the task, you are added to the task, or you are removed from the task.
 - **all:** You will receive notifications when the event is associated with any task, regardless of whether you are involved.

Note: The **Filter** column is available only when your role includes the View My Tasks and View All Tasks project user rights. If you are assigned only the View My Tasks right, the **mine** setting is automatically selected and you cannot change it.

Note: If you select the Task Status Changed event type, you can only select **all** if your role includes the Task Status View, View My Tasks, and View All Tasks rights.
5. Click **Apply**.