

Setting up e-mail notifications

You can choose whether to receive e-mail notifications (whether directed or event-based) for your actions or another user's actions.

Requirements: To set up e-mail notifications for other users, you must have an administrative role that includes the Manage Access and View Users rights.

1. Perform one of the following actions:

For customer users		For staff users	
1. If necessary, open the Edit Customer User window:		1. If necessary open the Edit Customer User or Edit Staff User window:	
If setting up email notifications for	Do this	If setting up email notifications for	Do this
Yourself	On the toolbar, click your user name.	Yourself	On the toolbar, click your user name.
Another user	a. On the home page, click Administration . b. In the Administration Users area, click Users . c. Right-click the user's name.	Another user	a. On the home page, click Administration . b. In the Administration Users area, click Users . c. Right-click the user name.

2. In the **User Info** area, in the **Email** box, confirm that the e-mail address is correct.
3. In the **Email Language** list, confirm that the desired language is selected.
4. In the left pane, select **Email Subscriptions**.
5. Specify whether the user should receive any e-mail notifications at all (directed or event-based):
- For the user to receive e-mail notifications clear the **Disable All Email Notifications** check box.
 - For the user to not receive e-mail notifications select the **Disable All Email Notifications** check box.
6. Specify whether the user should receive event-based e-mail notifications:

To	Do this
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Receive event-based e-mail notifications	a. Clear the Disable Event Notifications check box. b. Specify which events you want to be notified about. For instructions, see Subscribing to event-based e-mail notifications .
Not receive event-based e-mail notifications	Select the Disable Event Notifications check box.

7. Click **Update**.