

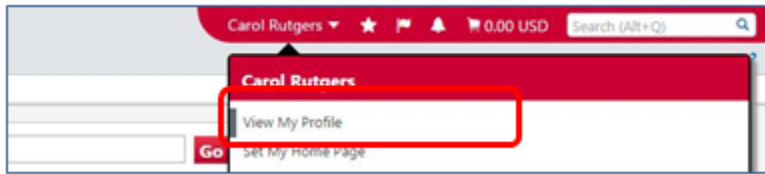


## Managing Notifications

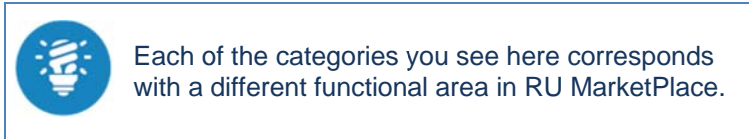
### Access Notification Preferences:

From the home screen:

1. Click your name in the upper menu bar and **view my profile**.

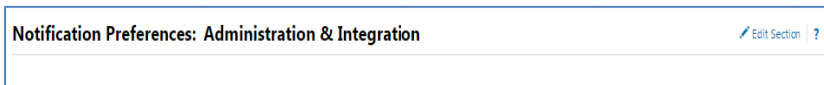


2. Select the **Notification Preferences** section.



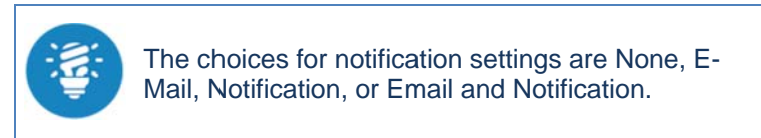
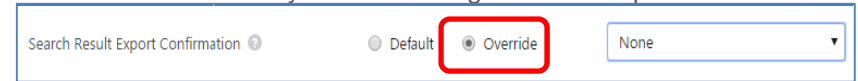
### Change Notification Preferences:

1. Select the group of settings you would like to change in the menu on the left.
2. Select the **Edit Section** link in the upper right hand corner.



3. In order to get more information about a specific type of notification, click the question mark next to the name of the notification.

4. If you wish to change how you receive a notification, select override. Then choose your new setting from the dropdown box.



5. To finalize your changes, select the **Save Changes** link at the bottom of the page.

### View a Notification:

From the home screen:

1. Navigate to the **Action Center**.
2. Click the **Notifications** icon (the bell shape).



3. Click into the notification if you wish to view more detailed information.