

Configure Email Notification Preferences

Overview

This is a process that any employee can initiate. It allows each user to customize their notification preferences.

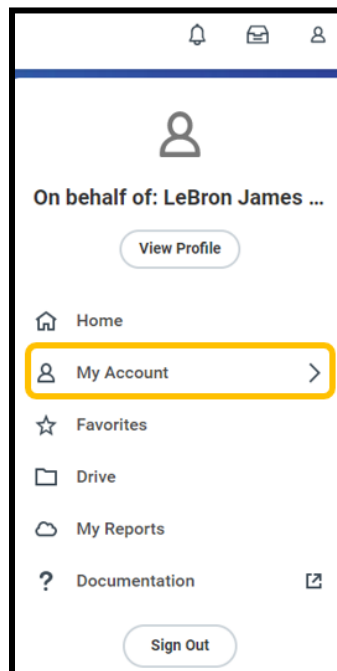
Initiation

Security Roles: **Employee as Self**

1. From the Landing Page, navigate to the **Profile** icon in the top right-hand corner.

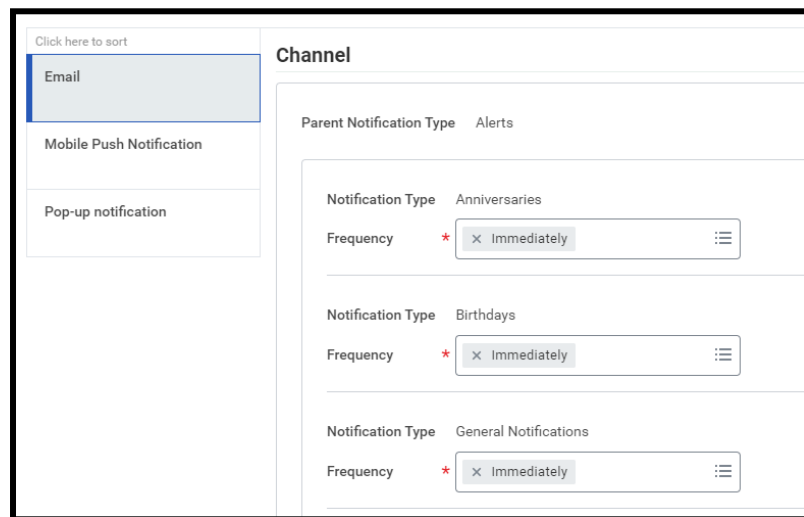


2. Select the **My Account** from profile options.



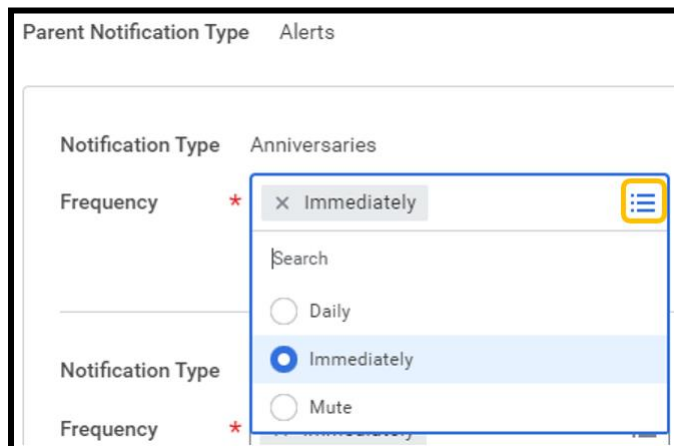
3. Then, select **Change Preferences** from the sub-menu.
4. Notification types include **Alerts, Business Processes, Recruiting,** and **System:**
 - **Alerts:** Includes notifications for your anniversary (of your hire date), birthdays, general notifications, and time off.
 - **Business Process:** Includes notifications for to dos, approvals, and completions for any business process that you are a part of.

- **Recruiting:** Includes notifications for when you are invited to apply for a position within the internal career site.
 - **System:**
 - **Activity:** Includes notifications for when you are 'tagged' (@Your Name) within a comment for a business process.
 - **Shared:** Includes notifications for when you are part of a shared step in a business process.
5. Select the **Email** tab to configure email notifications.



The screenshot shows the 'Channel' configuration page for 'Email'. On the left, there is a sidebar with three tabs: 'Email' (selected), 'Mobile Push Notification', and 'Pop-up notification'. The main content area is titled 'Channel' and has a sub-header 'Parent Notification Type Alerts'. Below this, there are three sections for different notification types, each with a 'Frequency' dropdown menu. The first section is for 'Anniversaries', the second for 'Birthdays', and the third for 'General Notifications'. Each 'Frequency' dropdown is currently set to 'Immediately' and has a red asterisk to its left and a menu icon to its right.

6. Scroll through the **Notification Types** to adjust your personal preferences for how to receive notifications from Workday. Click on the **Menu** button in the **Frequency** field to select a notification option from the list.
- **Daily:** Sends a daily notification to your Outlook email consolidating any notifications that occurred within the past 24 hours.
 - **Immediately:** Sends an immediate notification to your Outlook email.
 - **Mute:** Disables all notifications for the **Notification Type**.



7. Select **OK** at the bottom of the screen once complete. Then, select **Done**. Select **Cancel** if you would like to exit the task without saving.

