Configure Email Notification Preferences

Overview

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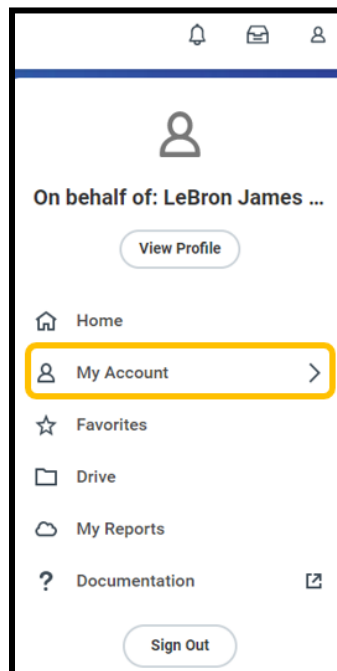
Initiation

Security Roles: **Employee as Self**

1. From the Landing Page, navigate to the **Profile** icon in the top right-hand corner.
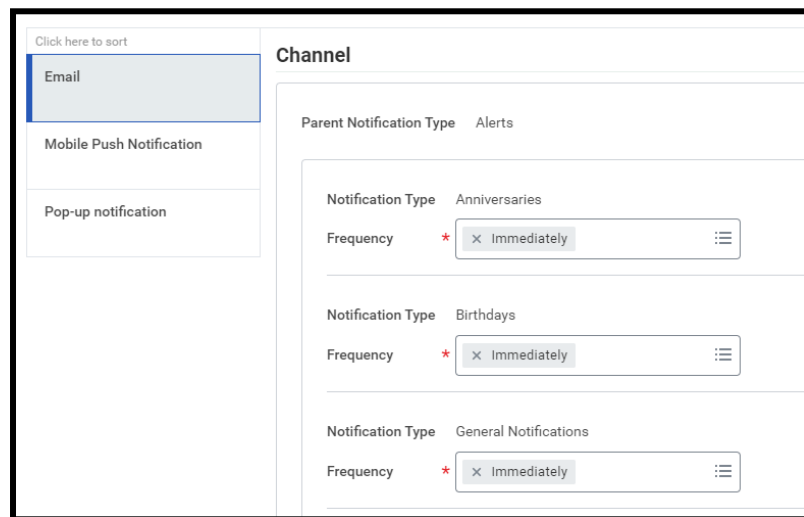
2. Select the **My Account** from profile options.

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.

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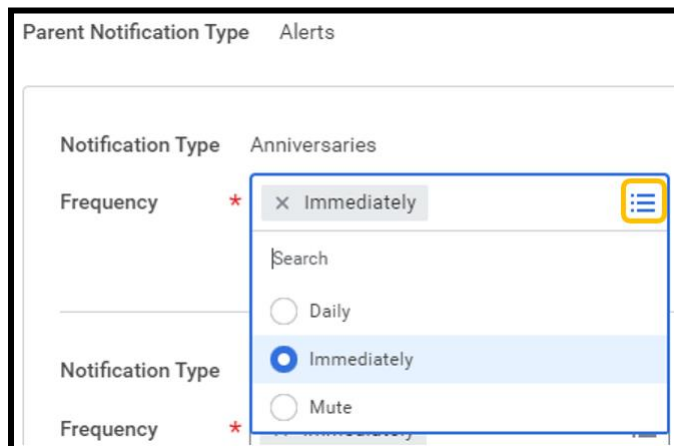
7. Select **OK** at the bottom of the screen once complete. Then, select **Done**. Select **Cancel** if you would like to exit the task without saving.