


Notifications

1	Click  in the upper-left hand corner and click on your name.
2	Click on NOTIFICATIONS .
3	If you wish to receive TEXT NOTIFICATIONS , turn this feature on and click on PROVIDE A VALID CELL PHONE NUMBER .
4	Select the settings for your EMAIL NOTIFICATIONS .
5	Select the settings for your SUMMARY EMAILS .
6	Select the settings for your PLANNING and ALERT REMINDERS .
7	Select the settings for your TRACKING UPDATES .
8	Click SAVE CHANGES .