How to Adjust Notifications

If you are receiving too many emails, or not enough!

1. Log in.

2. Select your profile image at the top right of the screen

3. Select Settings

4. Select Email from the left column

5. Note the options that you have. Select Edit to adjust them
6. If you would like to summarize all notifications to one email per day the top highlighted option is something to consider. Adjusting the bottom highlighted option may help limit notifications if you are receiving too many.

7. Select “Submit”.

Related articles

https://confluence.atlassian.com/doc/email-notifications-145162.html