samegoal

Email Notifications

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Related:

- November 15, 2024: Web Push Notifications

We are excited to share that we now support email notifications! Additionally, users can configure their notification settings and select how they would like to receive their notifications.

For each notification type (document share, guardian activity, etc.), users may choose to receive notifications via email, in-app bell, or both. Users may also choose to turn off both notification methods for some notification types.

Steps *To configure your notification settings:*

1. Click on the bell icon [🔔] in the top right of your screen.
2. Click on the settings icon [⚙] in the top right of your notifications tray.
3. While on the **Notification Settings** page, check or uncheck the notification bell [🔔] and email [✉] checkboxes to specify how you would like to receive notifications for each notification type.*
4. Your changes will save automatically.

Changes to notification settings will go into effect immediately and any future notifications will be sent via preferred method.

Topic	Notification when	🔔	✉
Bulk Actions	A long-running bulk action has completed	☑	☐
Document Share	A document has been shared with you	☑	☑
Guardian Activity	A guardian has modified field(s) on a document for which you are an owner	☑	☑
Meeting Mode	A meeting mode view has been shared with you	☐	☑
Translation Requests	A document translation request has been made for you to approve or deny	☑	☐

** If a checkbox is grayed out, it is because you must have at least one notification method selected for the notification type. To uncheck the box, you must first check the box for the other notification method.*