

Hey folks, in this short video, we're going to take a look at how to access the communications or notifications preferences within Connections.

So, once you land in Connections by web or app, you see the notifications bell icon, you click on it. It will show any notifications that you have, with the option to mark as all read button for the app or the checkmark for the web. Oh yes, those little dots or number on you bell icon will clear when you mark all read. Notifications can not be deleted but do fall off the list in 7 days.

To affect the delivery of these notifications, there is a little settings wheel or gear icon, within your web access view that you want to select. The app view does not have a gear icon so instead you click, on the top right corner, the account or profile icon, the circle with initials, select preferences, and then, notifications.

And once you're here, in whatever access option, you will have the choice of adjusting notifications across all features within Connections. One more caveat, with the app though, notifications are enabling or disabling only for mobile. If you have a desire to alter beyond affecting the app, you will have to access Connections thru the web.

So now for terminology, web notifications basically mean it will show up in notification and readable when you login. Email allows you to have notifications sent to your email. Mobile, if you have the app installed, those are the notifications that popup on your mobile device.

Now most should be left alone, a lot of these, particularly when in the system stuff, you may not ever get them. but they are alerts, warning and such provide security information. So, it is recommended to leave those alone.

Where it's probably useful to consider are the notifications for EVENTS, which is the calendar and FORUM, which are discussion thread like Facebook areas provided in a Community Group only.

Of the three delivery forms presented you will need to determine for yourself where you want information showing up and how that will control your information flow.

It is strongly discouraged to disable the notifications all together because there's various ones that would be valuable, important for you to have and disabling means you get nothing at all! So, I hope that this helps and makes sense. Thank you so much for learning about notifications.