

### HOW TO MANAGE EMAIL NOTIFICATIONS FROM WORKDAY

1. From the Workday Home Page, click your Profile picture (upper right-hand corner) and select **My Account**.
2. Click **Change Preferences**.
3. Scroll down to the Channel section (From here you can choose Email, Mobile Push Notification, or Pop Up Notification, which is found on the left-hand side navigation).
4. The default frequency is **Immediately**. Click the box to choose the option you want (**Daily** or **Immediately**, *Do not use Mute*).
5. Repeat for each of the Notification Types you wish to change.
6. When you have completed your changes, select **OK**.
7. On the Change Preferences screen, click **Done**.

