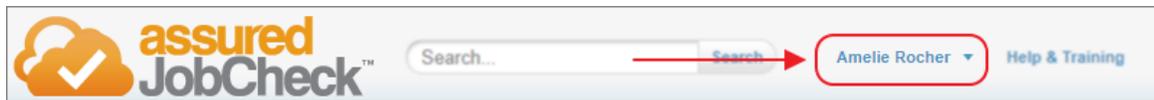


How To: Customize Email Notifications

This tutorial will demonstrate how to modify and customize the types of email notifications that you will receive from Assured JobCheck. You can choose to turn on/off email notifications for tasks, @mention, daily digest and more.

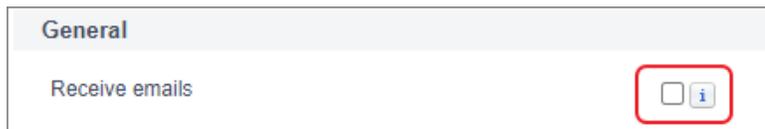
1. | Open a web browser (Chrome , Firefox  or Microsoft Edge ) and navigate to: <https://assuredsoftware.cloudforce.com>.
2. | Log in with your username and password (username is usually your email address).
3. Click on your name from the top right to open the menu.



4. Select **My Settings** from the dropdown menu.
5. Click **Chatter** from the left hand navigation to expand the Chatter menu.
6. Select *Email Notifications*. You will see the menu of email notification types that are available for you to customize.

Customize Notifications

1. To turn off all notifications, under “General” de-select *Receive emails*.



2. To customize the types of activities that will generate a notification, under “Personal”, select the types of activity that you would like to be notified about.
3. To modify the frequency of the personal digest sent by JobCheck that summarized daily, weekly or monthly activity, make the selection under “Personal”.



4. Click Save, at the bottom of the screen to save your changes.



Email notifications are a user setting which must be modified on a per-user basis. Each individual user is assigned permission to edit/modify their personal email notification settings.

For additional support or assistance, visit our [online support portal](#), contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.