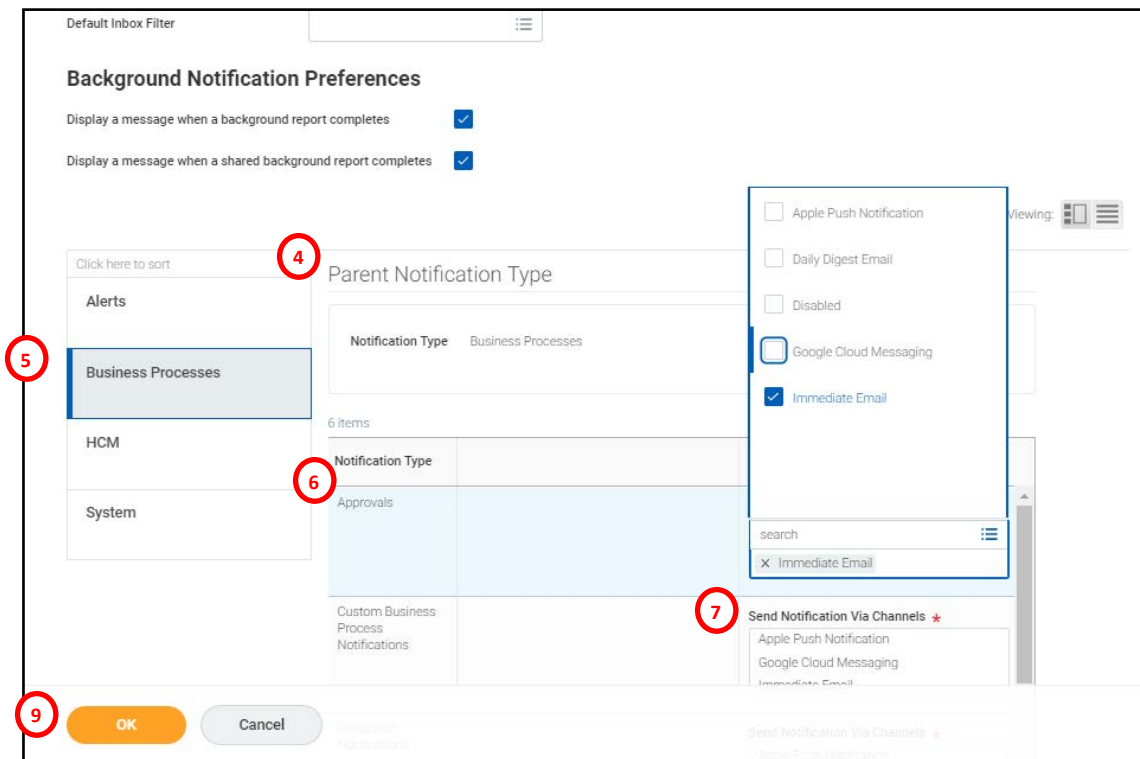




By default, you will **not** be notified by email when you have a new Workday inbox task or notification. You can change this, however, by setting your preferences in Workday. To do so:

- | Step: | Details: |
|---|--|
| 1. Access Workday. | Visit the Accessing & Bookmarking Workday guide for details. |
| 2. Click your Profile icon in the upper right of your screen, next to the Inbox icon. | |
| 3. From the resulting menu, select My Account and then Change Preferences . | |
| 4. Scroll down the page to the Parent Notification Type section. | |



5. Select **Business Processes** from the menu on the left.



Step:

Details:

6. Locate the notification type you want to update and click it so the line turns blue.

- **Approvals:** Select if you want to receive an email when you need to approve an item in your Workday inbox.
- **Custom Business Process Notifications:** Select if you want to receive an email when you have a Workday notification. (Notifications share information about tasks that you might need to know about but that do not require action. Visit the [Managing Your Workday Notifications](#) guide for details.)
- **Delegation Notification:** Select if you want to receive an email when a task has been delegated to you.
- **Reassigned Notification:** Select if you want to receive an email when a task that was assigned to you has been assigned to someone else.
- **Tasks:** Select if you want to receive an email when you have a new task in your Workday inbox.
- **To-Dos:** Select if you want to receive an email when you have a new to-do in your Workday inbox that requires you to take action.

7. Select the channel(s) through which you would like to receive the information.

Select the search list icon  at the end of the row to view available channels.

Emails will be sent to your @ucar.edu email address.

- **Daily Digest Email:** You will receive one email per day summarizing all activities that occurred in the areas you selected in the previous step.
- **Immediate Email:** You will receive an email each time an activity occurs in the areas you selected in the previous step.
- **Apple Push Notification/Google Cloud Messaging:** If you use the Workday mobile app, you will receive a push notification each time an activity occurs in the areas you selected in the previous step.

8. Repeat steps 6 and 7 as needed.

9. Click the **OK** button to save your preferences.