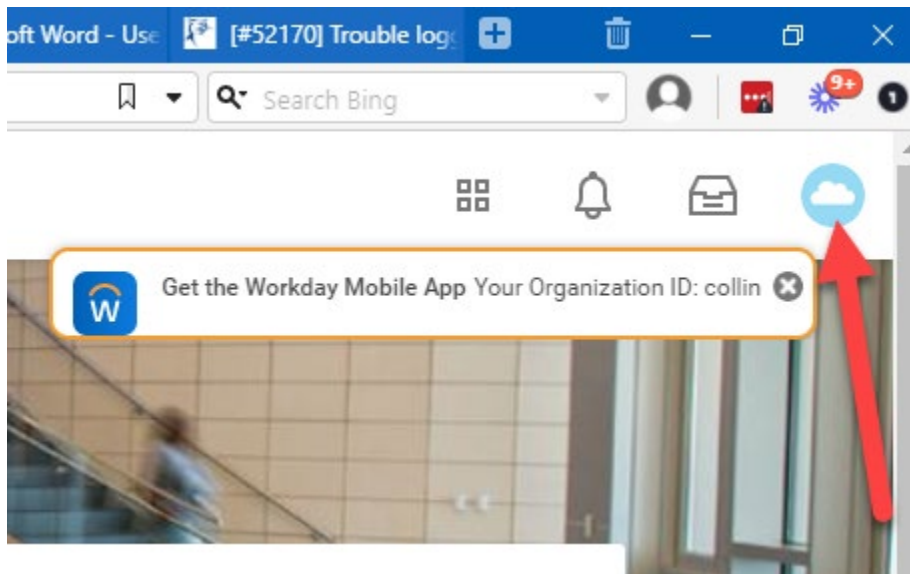


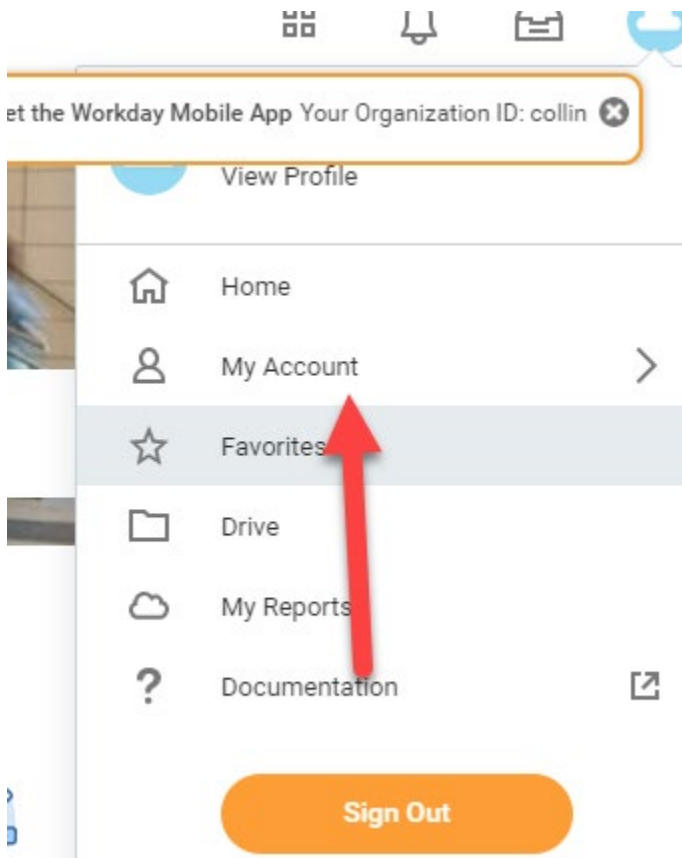
## MANAGE WORKDAY EMAIL NOTIFICATIONS

This job aid will instruct you on how to manage the email notifications sent by Workday to your Collin (Outlook) email inbox.

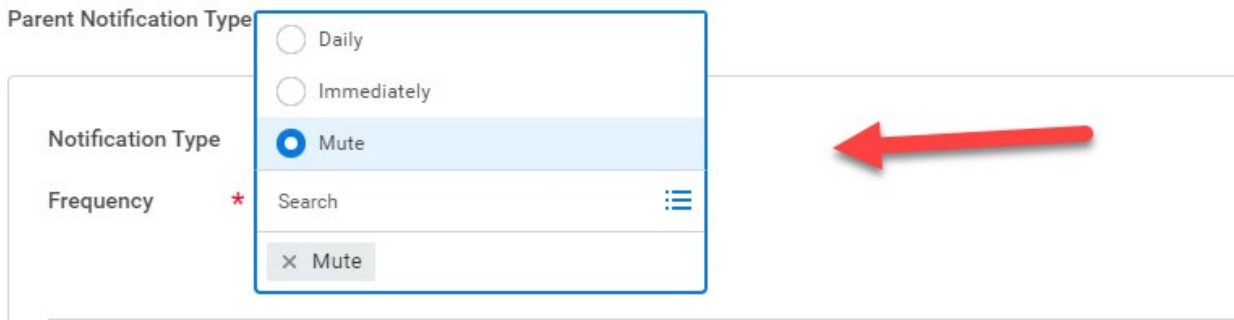
1. Click on the cloud icon in the upper right-hand corner of the screen.



2. Select 'My Account'.



3. Select 'Change Preferences'.
4. Navigate to 'Background Notification Processes'.
5. Select notification type and click on 3 bars to the right, then select Mute, Daily, or Immediate.



6. Once you are done setting your notification preferences, click 'OK' to save your notification preferences.



Click the **Go to Guided Editor** button for a guided walkthrough of the process, or click **Go to Summary Editor** for a summarized process.