

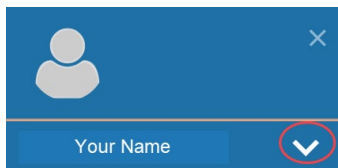


Setting Email Notification Preferences

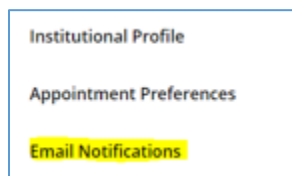
As a staff member you can control how often you receive appointment and tracking item email notifications.

To set your preferences:

- 1) log on to ECC Connect;
- 2) access your ECC Connect profile by clicking the down arrow to the right of your name



- 3) select/click the **Email Notification** option.



Tracking Item Notifications Tab

Use this tab to select your Tracking Items preferences.

Summary Emails -- The default frequency is a daily summary email at 2am. Use the drop arrows to select your preferences. *The screen shot should show the default settings.*

Summary Emails

Send me a summary email of all tracking item and appointment activity:

Daily at 2:00 am
 Weekly on Monday at 9:00 am

Tracking Item Notifications

Send me an immediate email whenever: an item is raised an item is cleared an item is assigned to me

Click **Submit** to save your selections.



Appointment Notifications Tab

If you are establishing office hours or appointments in ECC Connect, use Appointment Notifications to customize the frequency of email notifications.

- Choose how often you receive email reminders about your ECC Connect calendar appointments.
 - Send me a separate email for each appointment.
 - Send one email reminder with all appointments.
 - Do not send an email reminder for upcoming appointments.
- If you opt to receive reminders you must specify when to receive the notifications.
 - The time of day
 - Either the day before or the day appointment
- Specify whether or not to send an alert just before the appointment is scheduled (from 15 minutes up to an hour).
- You may also select whether or not to receive a calendar attachment when appointment is changed and/or there is a change to Office Hours/Group Sessions.

Click **Submit** to save your changes.

Note:

You must click **Submit** on each tab within the profile. You may have to scroll to the right to find it depending on your browser and screen size. You will find a Submit button at both the top and bottom of the page.

After you click **Submit**, a dialog box will confirm your information is saved, but the current profile tab will remain open. Use the tabs to move to another section of the profile or click **Home** from the top level navigation to return to your **Home** page.