

# Software Support

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## What Alerts & Notifications are sent via eMail Preferences

Software Support - 2018-03-21 - in Notifications

Having email preferences enabled can be very useful at times but it can also fill your mailbox with unnecessary alerts.

Therefore you can edit your own email preferences to receive only what's important to you along with the frequency of those emails.

You can choose which options you require by clicking "[here](#)" and reviewing the How-To Change eMail Preferences article.

This article has been created to advice what alerts or notifications you'll get depending on the settings you've chosen from the above link...

### General Settings

Send me an immediate email:

When something personal to me happens (like being assigned a task or sent a private message or something is shared with me)

- Assigned a task
- Invited to an event
- An event you were invited to is cancelled
- An event you were invited to is modified
- Sent a private message
- You uploaded a file that has a virus
- A discussion forum message we rejected by a moderator
- You are being reminded to answer a survey by the owner

When I'm being reminded about something (like a task that's due or a calendar event)

- That's just tasks and calendar events. Nothing else.

### Workspace Settings

- Use the same settings for all workspaces.
- Set the preferences for each workspace individually.

Send me an immediate email

- Never
- About things, I'm subscribed to
- About the main changes
- About things, I'm subscribed to and the main changes

(The main changes are new documents, blog articles, web pages links, discussion forum messages and surveys)

Send me a summary email

- Never
- Daily
- Weekly