

Setting up E-mail Notification

Purpose: E-mail notification is a great reminder that there are tasks awaiting a response such as approval for locations and resources or "To Do's" or perhaps a courtesy notification that a certain type of event is occurring on campus.

Audience: 25Live Functional Administrators

1. Open the **Groups Admin** tool.
2. Select the security group(s) that you want to edit. Then select the **Configure Tab** and scroll down to the **Email Notification** option.

The screenshot shows the 'Group Administration' interface for Yakima Valley College. At the top, there's a header with the college logo and navigation links like 'Group Administration', 'Help', and 'More'. Below the header, there's a search bar and a 'Find Group By Contact' dropdown. The main area displays a list of groups. One group, 'Administrator: FA Group', is selected and highlighted in blue. To the right of the list, there are buttons for 'Copy', 'Delete', and 'Configure...'. The 'Configure...' button is highlighted with a red arrow, and its dropdown menu is open, showing various configuration options. 'Email Notification' is the last option in the menu and is also highlighted with a red arrow.

Group Name	Description
<input type="checkbox"/> Administrator: Conference/Event Building	This group is the approver for new conference center, building 38.
<input checked="" type="checkbox"/> Administrator: FA Group	Similar to System Administrator Role without the ability to delete data.
<input type="checkbox"/> Administrator: FA Stefanie	Similar to System Administrator Role without the ability to delete data.
<input type="checkbox"/> Administrator: Published Calendars 1	This user will have the ability to determine what events get published to your school calendars.
<input type="checkbox"/> Administrator: Published Calendars 2	This user will have the ability to determine what events get published to your school calendars.
<input type="checkbox"/> Administrator: System (~1)	System Administrator Role
<input type="checkbox"/> Approver: Academic Scheduling	This group has the the ability to edit academic classes.

3. Click on the **Enable** radio button to first make sure the email notification is turned on. Then choose the section of email notification you want to edit and **save** setting changes.

- **Assignment Policy** which sends an e-mail to the approver whenever a request is submitted.
- **Notification Policy** which is a courtesy notification that alerts users to a certain type of events.
- **To Do's** which set-up reminders

Configure Email Notification Settings

Configure...

☒ Enable Automatic Email Notifications☐ Disable Automatic Email Notifications

Note: this setting is system-wide and not specific to a security group.

Assignment	Notification	To Do Tasks	All Tasks
Policy Email	Policy Email	Email	Complete Email

X

Save

Cancel

Viewing 1 of 1 groups

Group Name	Daily Select All	5 Minutes Select All	None Select All
Administrator: FA Group	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>