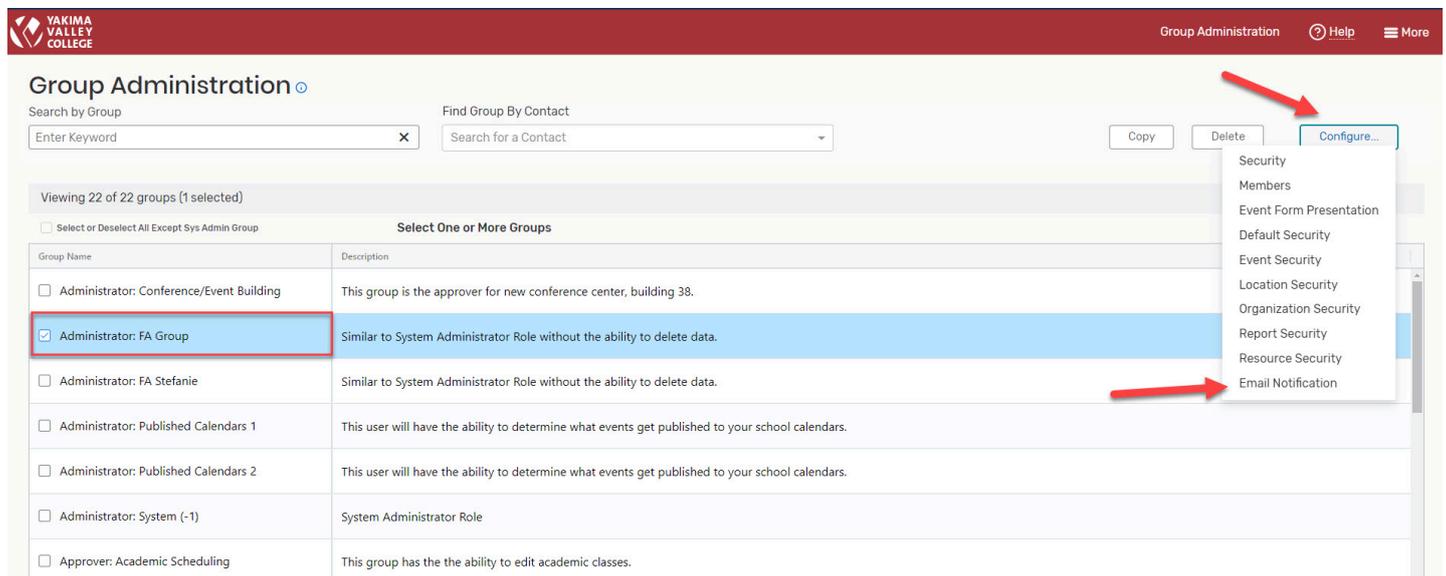


Setting up E-mail Notification

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.



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 <input type="radio"/>	Notification <input type="radio"/>	To Do Tasks <input type="radio"/>	All Tasks <input type="radio"/>
Policy Email	Policy Email	Email	Complete Email

Filter Groups by Name

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"/>