

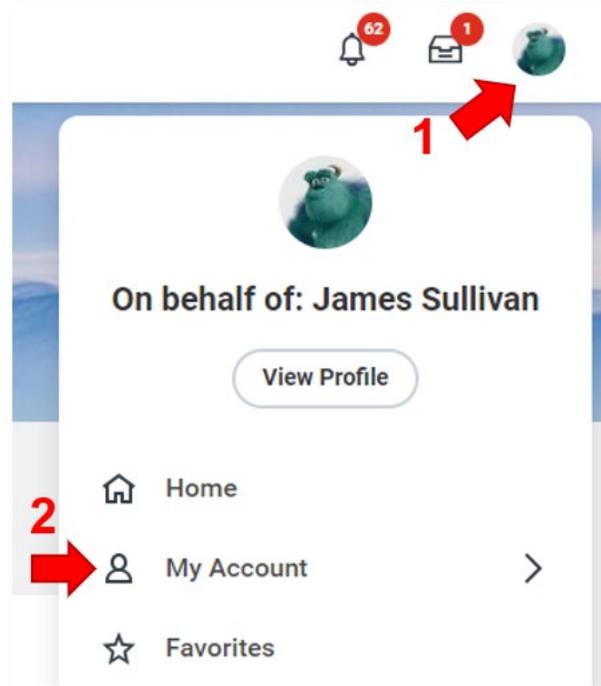


Updating Workday Notifications

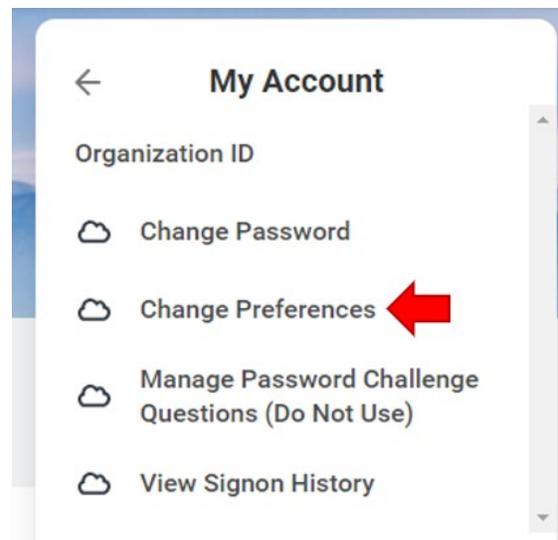
This guide will show you how to update Workday-related email notifications and Workday Mobile notifications.

Navigating to Change Preferences

1. Click on your **Profile Photo** and select **My Account**.



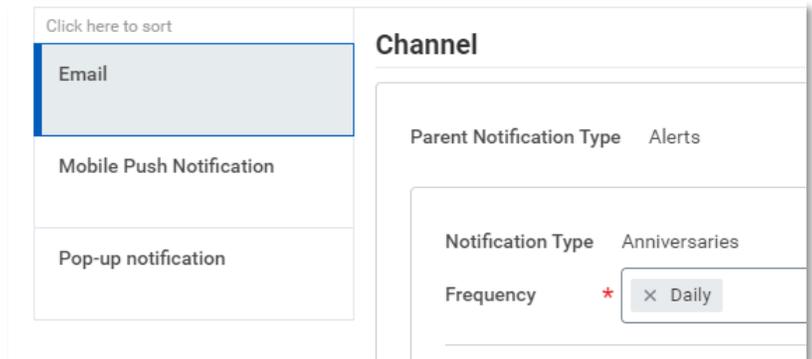
2. Select **Change Preferences**.





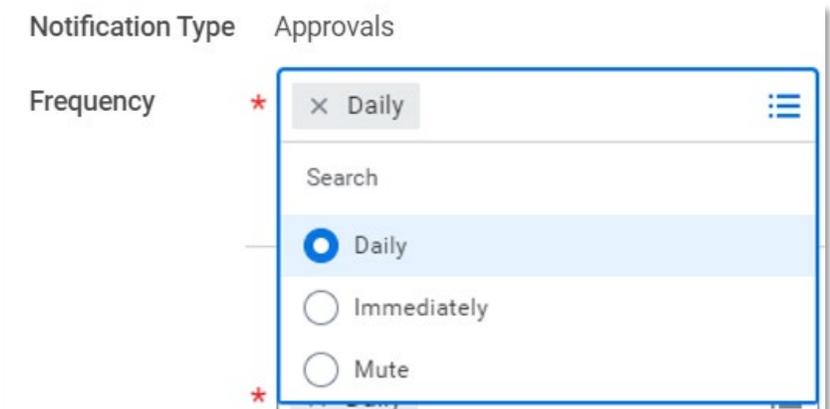
Updating Workday Notifications

3. Scroll down until you see “**Channel**” and have “Email”, “Mobile Push Notification”, and “Pop-Up Notification” on the left.

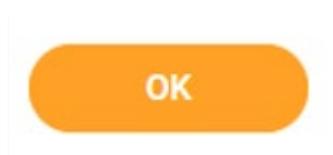


Updating Email Preferences

1. The **Notification Type** shows what the notification is about (i.e. Birthdays, Tasks, Time Approvals) and **Frequency** allows you to customize how often you receive the email notification. Your Frequency options are **Daily** (receiving all notifications in that category once a day), **Immediately** (receiving a notification as soon as a task is complete), and **Mute** (silencing all notifications pertaining to the Notification Type).



2. Once all preferences are to your satisfaction, click **OK**. Your notification preferences are now updated.





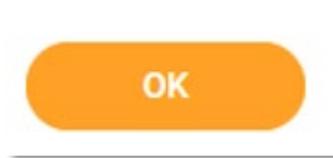
Updating Workday Notifications

Updating Mobile Preferences

1. The **Notification Type** shows what the notification is about (i.e. Birthdays, Tasks, Time Approvals) and **Frequency** allows you to customize how often you receive a Mobile notification. Your Frequency options are **Immediately** (receiving a notification as soon as a task is complete), and **Mute** (silencing all notifications pertaining to the Notification Type).

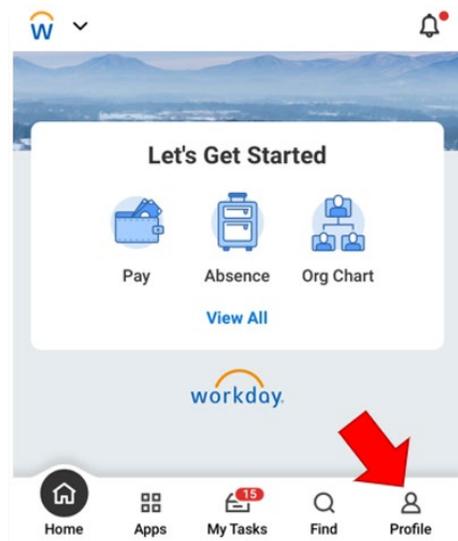


2. Once all preferences are to your satisfaction, click **OK**. Your notification preferences are now updated.



****To disable ALL Workday Mobile Notifications, please follow the below instructions.****

1. Log on to **Workday Mobile** and go to your **Profile**.



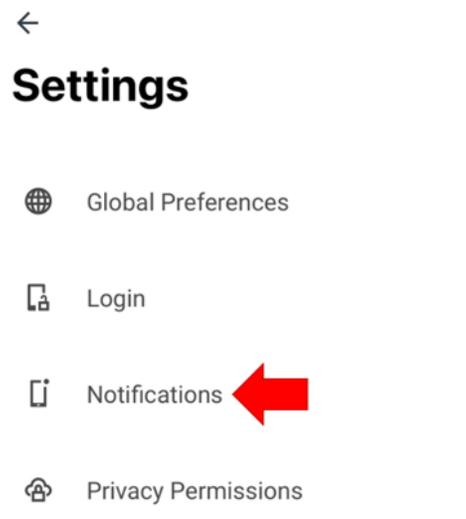


Updating Workday Notifications

2. Select the **gear** on the top right of your profile.



3. Select **Notifications**.



4. Turn the **Push Notifications** toggle Off.

