Notifications

There are two types of notifications: e-mail notifications (that you will receive on the mail address associated to your account) and workbox notifications, accessible from the 'workbox' in the right corner of the top menu bar in collaborate.green.



- E-mail notifications

 Subscribe to email notifications
 Edit your email notification settings
- Workbox notifications
 - Manage your workbox notifications

E-mail notifications

When you 'watch' a page, blog post or space, collaborate.green will send you a notification by email whenever anyone adds or updates content on that page or space. You'll receive immediate emails for important notifications (like mentions and new pages), but when lots of changes are being made at the same time, you'll only receive a single email with all the changes (within a 10 minute window).

N.B. You need 'View' permission for the page, blog post or space to receive notifications. This also means that if you mention a person in a page that person is not allowed to view, he or she will not receive a notification of the mention.

You can also subscribe to daily email reports and other notifications of various updates.

Subscribe to email notifications

You can subscribe to be notified when:

- A blog post is added or changed in a space that you have permission to view.
- Someone you're following makes an update in a space that you have permission to view.
- Someone follows you.

You can also subscribe to these summary reports:

- A daily report of the 30 most popular updates to all spaces that you have permission to view.
- A daily or weekly report of recommended updates, in all spaces that you have permission to view.

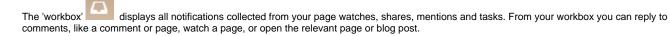
Edit your email notification settings

To edit you email notification settings:

- 1. Choose your profile picture at top right of the screen, then choose Settings
- 2. Click Email in the left-hand panel
- 3. Click Edit

YOUR SETTINGS Email Settings Password Autowatch Email Pages and blog posts that you create, edit or comment on will automatically be watched for future changes. Editor Subscribe to daily updates You will receive a daily email report summarising all changes that you bave permission to view. Subscribe to all blog posts GADGETS You will receive an email when any blog post is added, even if it is in a space you aren't watching. You won't receive emails for comments on those blog posts, or changes View OAuth Access Tokens Subscribe to network You will receive an email when anyone you are following adds or changes content. Subscribe to network You will receive an email when anyone you are following udds or changes content. Subscribe to network You will receive an email when anyone you are following udds or changes content. Subscribe to network You will receive an email when anyone you are following udds or changes content. Subscribe to network You will receive an email when anyone dooses to follow you. Subscribe to network You will receive an email when anyone dooses to follow you. Subscribe to recommended updates You will receive an email when anyone dooses to follow you. Subscribe to recommended updates You will receive an email when anyone dooses to follow you. Subscribe to recommended updates <th>Password Autowatch Password Autowatch Pages and blog posts that you create, edit or comment on will automatically be watched for future changes. Subscribe to daily updates Subscribe to daily updates Subscribe to all blog posts Subscribe to network Subscribe to new follower notifications You will receive an email when anyone you are following adds or changes content. Subscribe to new follower notifications You will receive oneflactions for changes you make, in addition to other people's changes. Show changed content Check this option to see changes made in Edit notification emails. Subscribe to recommended updates </th> <th></th>	Password Autowatch Password Autowatch Pages and blog posts that you create, edit or comment on will automatically be watched for future changes. Subscribe to daily updates Subscribe to daily updates Subscribe to all blog posts Subscribe to network Subscribe to new follower notifications You will receive an email when anyone you are following adds or changes content. Subscribe to new follower notifications You will receive oneflactions for changes you make, in addition to other people's changes. Show changed content Check this option to see changes made in Edit notification emails. Subscribe to recommended updates 	
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Subscribe to recommended updates	Subscribe to recommended updates	
You will receive an email with recommended items based on comments and likes	You will receive an email with recommended items based on comments and likes	

Workbox notifications



Manage your workbox notifications

in the top menu bar indicates the number of unread notifications waiting for your attention (if no number is displayed, you have

The workbox icon in the top menu bar indicates the number of unread r no unread notifications) Click on a notification from the list, to see the notification details. You can then:

- Open the related page, blog post, or comment.
 Like or Unlike the page, blog post, or comment.
 Watch or Stop Watching to receive or stop receiving notifications about the relevant page or blog post.
 Reply to a comment, without leaving the workbox.