

How to View and Edit Notification Settings

Xello Communities

Support Documentation | June 2024

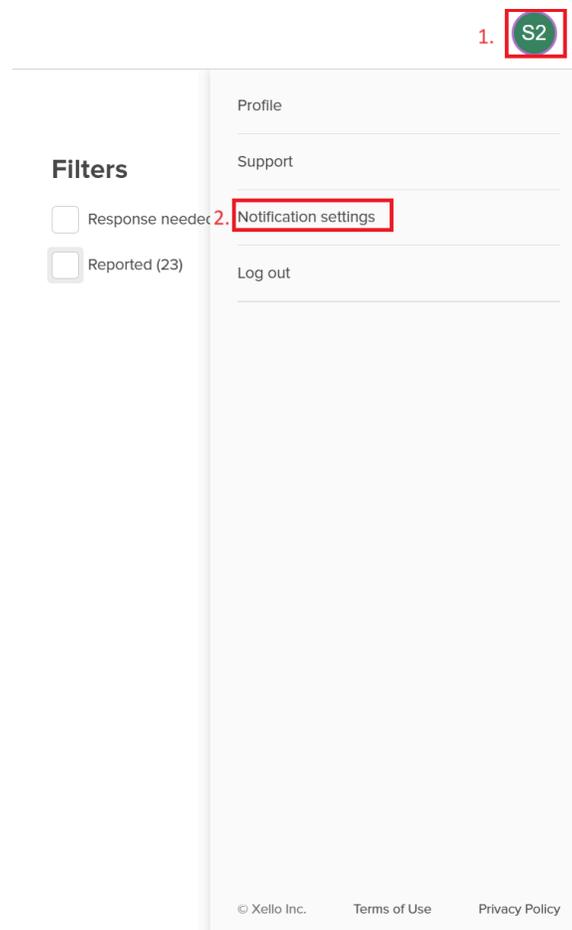


Community Managers can view and edit the type of email notifications that they receive from their student's activities.

Where can I view my notifications settings?

To go to the notifications settings page:

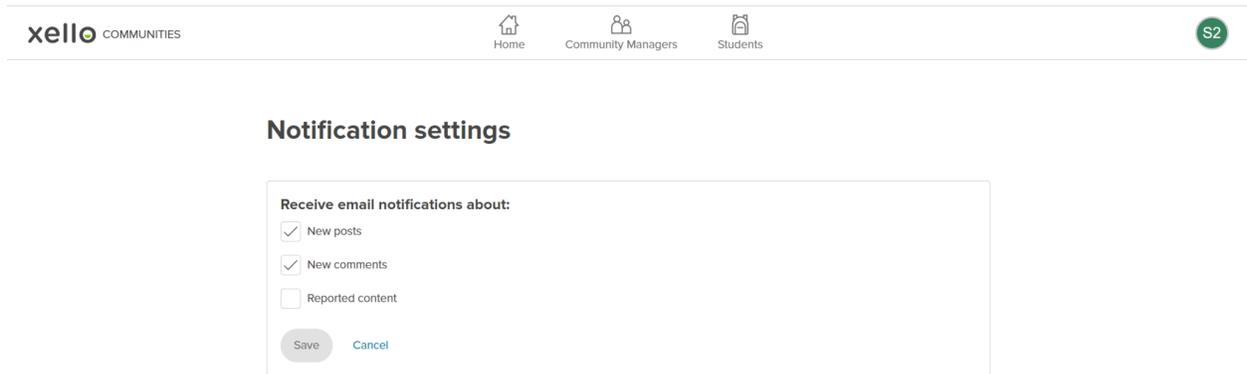
1. Click on your Avatar on the top right of the navigation bar.
2. On the right-side panel that appears, click on the Notification settings button.



Alternatively, you can view your notifications settings by navigating to:

<https://communities.xello.world/settings/notifications>

Here you can view your current notifications settings:



How can I change my notifications settings?

On the notification settings page you will be able to see checkbox options corresponding to the notifications you can enable or disable.

Check the options that you wish to enable and uncheck the options you wish to disable. Once you are satisfied with your settings, click on the blue Save button to save your selections.