



Chatter

Chatter Email Notifications

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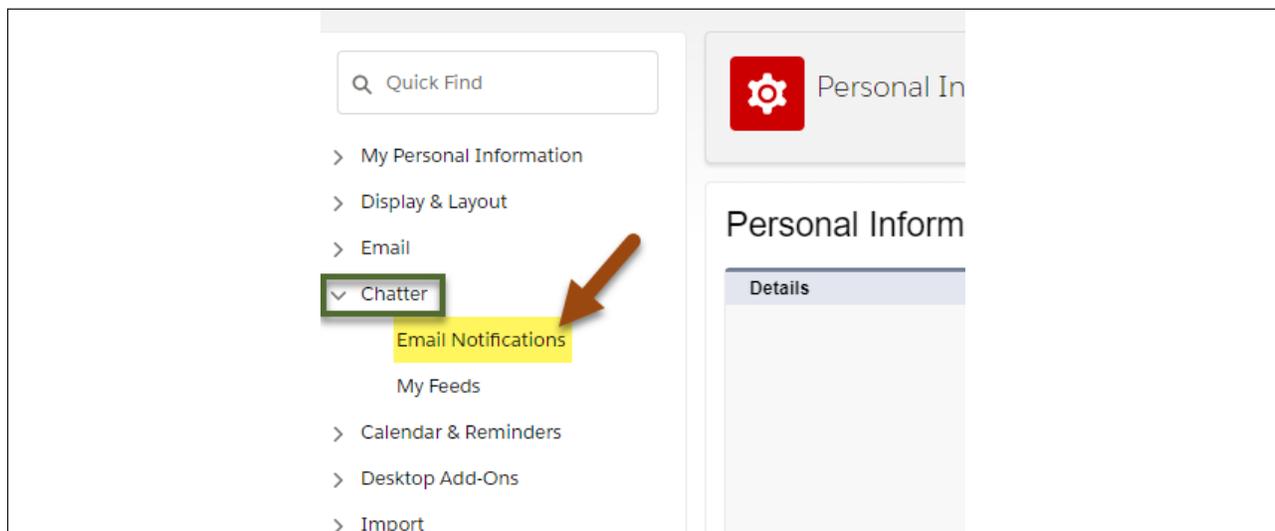
Chatter is Unite's internal social media tool, similar to Twitter. Chatter can generate email notifications based on the user's notification settings.

Change Email Notification Settings

- 1 Click on the View Profile icon and then "Settings".



- 2 From the Settings menu, click on "Chatter" to expand the list and then "Email Notifications".



- 3 Update email notification preferences by checking or unchecking the box next to each item.

- A** Receive Emails: This should remain checked to receive any Chatter notifications by email.
- B** Follows me: Receive email notifications when another Unite user follows you.
- C** Posts or Likes: Receive email notifications when another Unite user posts on your profile or likes a post.
- D** Comments: Specify when an email notification is wanted for comments (e.g. posts, liked items, etc.)
- E** Mentions, Messages, or Endorsements: Specify when an email notification is wanted for mentions (i.e. tagged on a post) or messages.
- F** Personal Digest: Receive a summary of Chatter notifications by email and specify the frequency (e.g. Daily, Weekly, or Never).
- G** Group Notifications: Receive a summary of Chatter notifications by email and specify the frequency for Chatter activity on groups that you are part of.



To only receive a daily or weekly summary of all Chatter activity rather than receive an email for each comment, post, etc., uncheck everything but A and the frequency option in F (i.e. Daily or Weekly).



- 4 Click the “Save” button (button can be found at both the top or the bottom of the page).

▼ Groups

Set default frequency for groups I join: i

Email on every post

Daily digests

Weekly digests

Limited

No records to display

Save Cancel