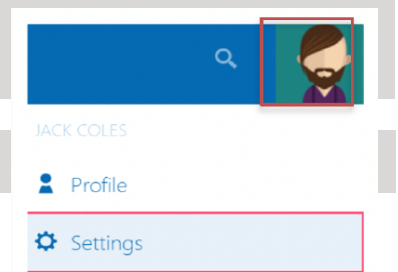




MANAGE SCHOOLBOX NOTIFICATIONS

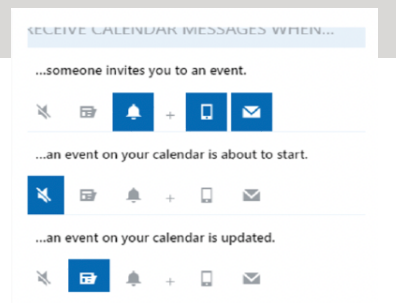
Notification management through the Browser

1. Select your profile picture in the Top Menu (side menu on a smaller screen display).








2. Select 'Settings'

3. Review your notifications.



Notification Symbols

-  **Mute** Selecting mute will ensure you do not receive a notification for the selected setting. In some instances, Mute has been disabled, to ensure our community receives important information.
-  **Instant** Selecting instant will mean you will receive a notification in the top right corner of Schoolbox. You can access these by clicking on the red bell icon.
-  **Mobile** Selecting mobile will allow notifications to be sent to your mobile phone immediately when notifications are triggered. This type of notification is only available through the mobile app.
-  **Email** Selecting email means you will receive an email at the time the notification is triggered.
-  **Email Digest** Selecting email digest will ensure you will receive a notification in the form of an email digest. An email digest is a periodic email that is sent out to you with a summary of all the notifications that you have elected to receive in the digest.

