MC MONTGOMERY COLLEGE **Change Email Notification Frequency or Mute Email Notifications**
*Workday Job Aid for Contingent Workers and Employees*

Overview

Workday will send new Workday tasks or notifications to your Outlook/Webmail Inbox by default. The frequency of those email notifications is customizable in Workday. Use this job aid as a resource to change the frequency or mute all email notifications generated from Workday.

Note: If you mute your notifications, you should develop a habit of routinely logging into Workday to view your notifications and to take actions as your role requires.
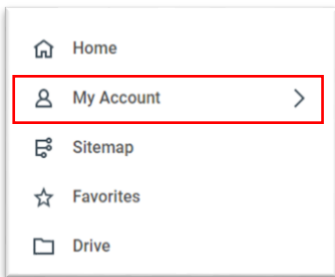
Change Email Notification Frequency

To change the frequency of email notifications, do the following:
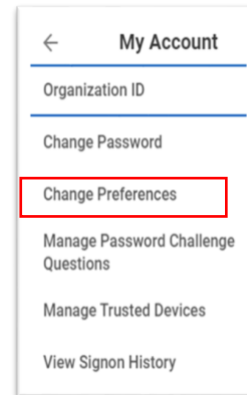
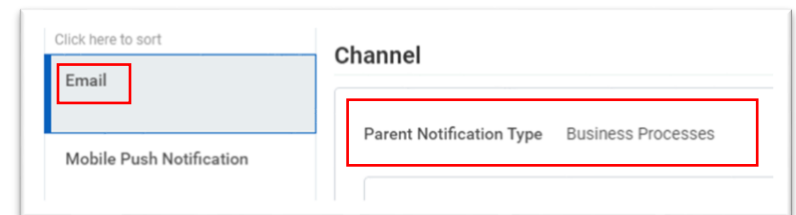1. From the homepage, click on the **Profile** icon at the top right.
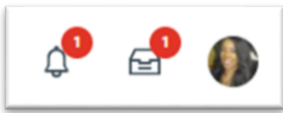
2. Select **My Account**.

3. Select **Change Preferences**.

4. Scroll down to the **Channel** section. The default is **Email,** and the Parent Notification Type is **Business Processes**.

5. Go to **Frequency** and click the menu icon for a list of options.
Select the button for the desired frequency for each business
process notification type.

   Immediately sends immediate notifications.
   Daily sends a daily summary of notifications.
   Mute will turn off email notifications.

- **Note:** If you mute your notifications, you should develop a
  habit of routinely logging into Workday to view your
  notifications and to take actions as your role requires.
  Changing notification preferences will not stop the notifications
  from being received in your Workday inbox.
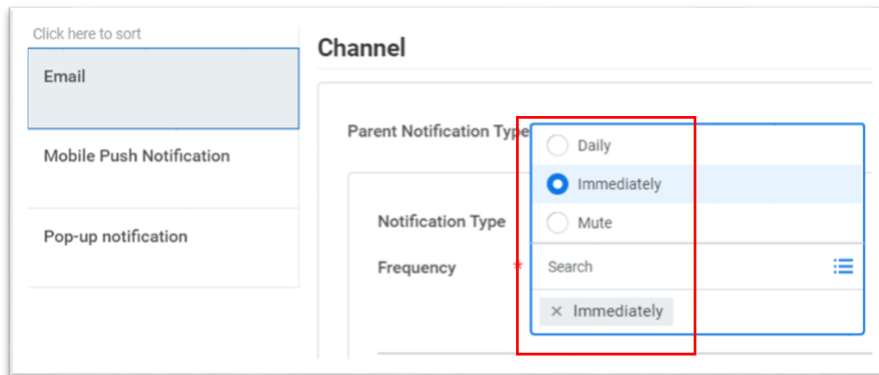
6. Repeat step five for each Parent Notification Type that you
   wish to change.

7. When you have completed your changes, select **OK**.

8. On the Change Preferences screen, click **DONE**.