

Managing E-mail Notifications

You can receive e-mails when an event is added or modified.

Only users with rights to approve, confirm, cancel, or view events can manage e-mail notification settings. You can only manage the e-mail notification settings of the user you are currently logged in as.

E-mail notifications are sent based on your rights to the primary calendar only. The creator of a pending event automatically receives a notification e-mail when the event is confirmed, canceled, or deleted.

To manage e-mail notifications

1. On the **Calendar** tab, click **Dashboard**.
2. Click **User Preferences**.
3. To receive e-mails when confirmed events are modified, select **Notify Me When a Confirmed Event has been Modified**.
4. To receive e-mails when new pending events are created, select **Notify Me When a New Pending Event has been Created**.
5. Click **Save & Close**.

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