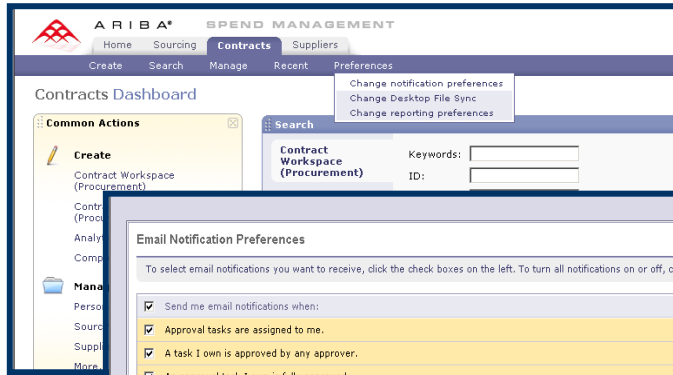
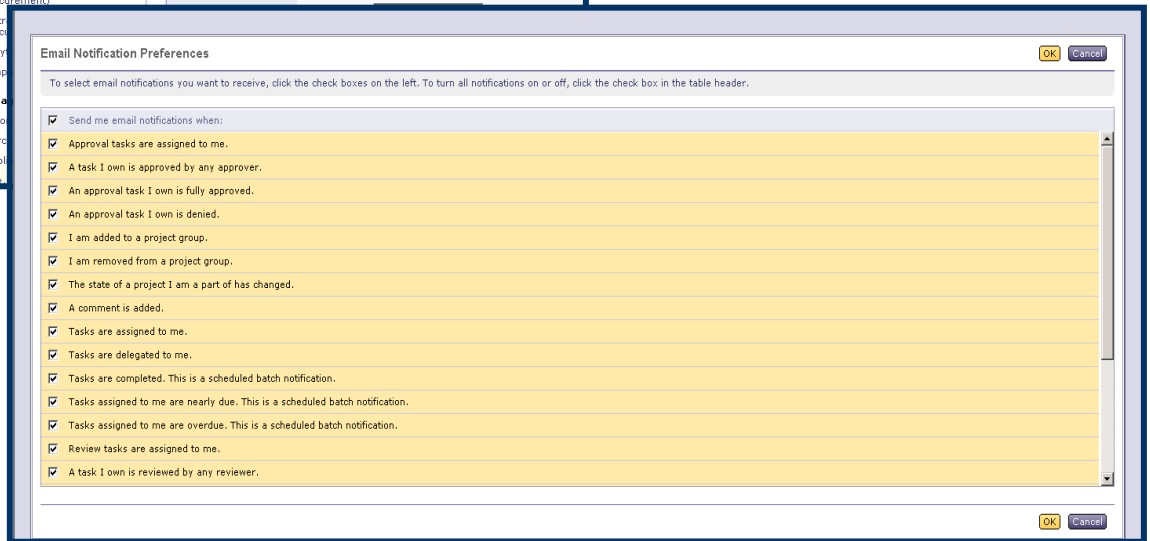


Configuring your Email Preferences

To manage the email frequency and content for your Contract modules follow these simple steps.



1. From your Dashboard, click on **Preferences** and select “Change Notification Preferences”. You will see a long list of options as shown below.



2. Review each option and be sure there is a check box to the notifications that you want to receive. If you do not want to receive a notification you can de-select by clicking on the box and removing the check.
3. Once you have finished click on **OK**.

Recommended Notifications to keep:

- I am added to a project group (for infrequent users) to be alerted that they are invited to view a project. Frequent users may not find this to be useful as they are often in the dashboard.
- A contract of mine is nearly expired. This is a scheduled batch notification.
- All approval notifications (particularly for Contract Specialists and Contracting Officers.)