# How-To Change eMail Preferences

Kahootz Support - 2022-10-04 - Notifications

Kahootz allows you to control the email notifications you receive, so you can avoid unnecessary alerts filling your mailbox.

> **Kahootz Tip:** This article details the full list of alerts & notifications that are sent via email preferences.

#### General settings

You can choose to be sent an immediate email:

- When something personal to you happens (like being assigned a task or sent a private message or something is shared with you.)
- When you're being reminded about something (like a task that's due or a calendar event.)
- When you're the person that's made a change.

### Workspace settings

You can choose to:

- Use the same settings for all workspaces.
- Set the preferences for each of your workspaces individually.

#### Frequency

You can choose to be sent an immediate email:

- About the main changes and content I subscribe to
- About the main changes
- About content I subscribe to
- Never

**Send me a summary email:**

- Weekly
- Daily
- Never

> **Kahootz Tip:** The main changes are new documents, blog articles, web pages, links, discussion forum, messages and surveys.

### Changing your email preferences

To change your email preferences:

1. Click on your "Name" at the top right corner of the page to open your Account menu.

2. Select **"Email Preferences"** from the drop-down list.

3. Modify your preferences.

4. Click **"Save."**

## Related Content

- Sending Private Messages as the Workspace Manager to Everyone
- What Alerts & Notifications are sent via eMail Preferences