What Alerts & Notifications are sent via eMail Preferences

Kahootz Support - 2022-10-04 - Notifications

Setting your email preferences ensures you only receive notifications of activities important to you.

You can also control the frequency of these alerts, so you're not bombarded with emails.

Below are the alerts and notifications you'll receive depending on your chosen preferences.

> **Kahootz Tip:** Read this KB article for more information on how to change your email preferences.

General settings

You can choose to be sent an immediate email when something personal to you happens such as:

- Assigned a task
- Invited to an event
- An event you were invited to is cancelled
- An event you were invited to is modified
- Sent a private message
- You uploaded a file that has a virus
- A discussion forum message we rejected by a moderator
- You are being reminded to answer a survey by the owner
- When I'm being reminded about something (like a task that's due or a calendar event)
- That's just tasks and calendar events. Nothing else.

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 subscribed to
- Never

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

Send me a summary email:

You can also choose to be sent a summary email:

- Weekly
- Daily
- Never

Related Content

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- Notifying when items are created or modified
- How notifications work