To change your notification preferences

1. Log into Workday (https://workday.bowdoin.edu) using your Bowdoin username and password.

2. In the Search box at the top of the Workday home page, enter “preferences” and then press Enter.

3. Click Change Preferences in the Search Results list.

4. Scroll down to the Background Notification Preferences section on the Change Preferences screen.

5. Notification types appear in a matrix with categories on the left. Click on each category to see the types of notifications that are included in each category.

6. Find the notification type that you want to change.
7. Click the pick list to display your notification options:
   - Daily Digest Email - consolidates all notifications in a single email once a day
   - Immediate Email - sends an individual email for each notification when it is generated

   ![Notification Options Table]

   **Note:** Some notification types do not have a Daily Digest Email option.

8. Click OK.

9. Click Done.