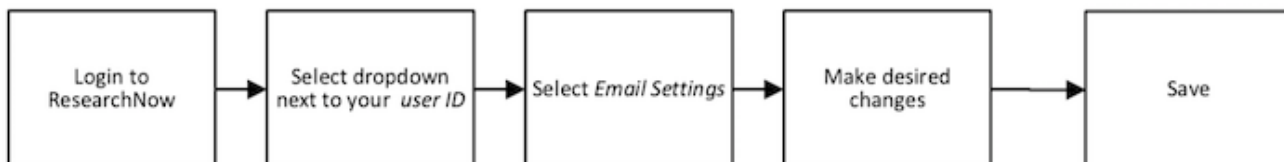


This guide explains how to configure emails within ResearchNow.

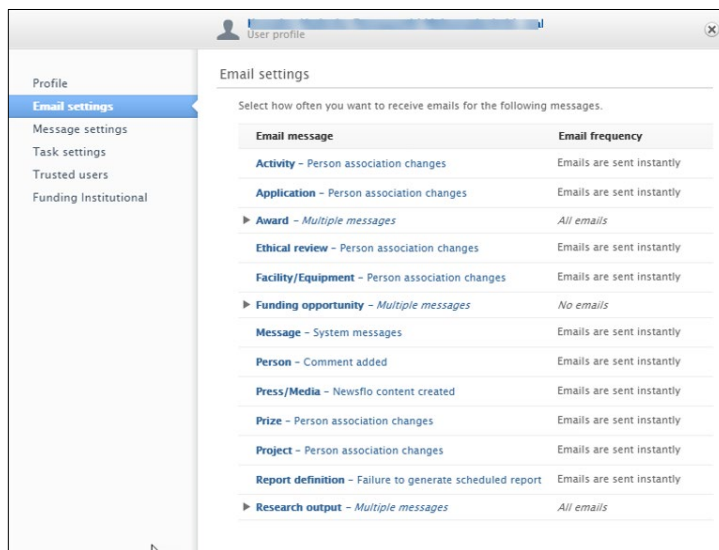
Any notifications you receive depending on your role or roles in ResearchNow are able to be delivered via email.

Process



Steps

1. Login to ResearchNow.
2. To configure your email settings:
 - a. Select your user ID in the top right corner.
 - b. A pop-up appears. Click email settings in the left pane.
 - c. In the main window of the pop-up, the content types and workflow related tasks are listed on the left.
 - d. The frequency of emails for each content type are listed on the right.



- e. Click on an existing frequency. A drop-down menu appears. Adjust the frequency as needed.
3. Click Save.

Handy hints

Emails and messages are both notifications with the same content.

The difference is that messages are notifications only accessible within the ResearchNow system while emails are notifications delivered by email.

Notes

It is recommended that you **retain default settings** for *Email* until you become thoroughly familiar with the system.

If you want to configure your settings, first monitor the notifications you receive in via email and only then make changes. If you change the settings without understanding their impact you may not be alerted of any important Notifications via email. If you decide to modify your email settings, you will continue to receive email notifications for a content type / workflow task, provided that a frequency other than *Mails are never sent* is selected.