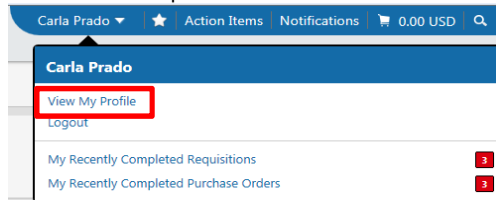# Email Notifications

Concepts

- If you have notifications to review the number of notifications will be shown in a red box next to **Notifications** in BearBuy.
- Each notification will have a description.
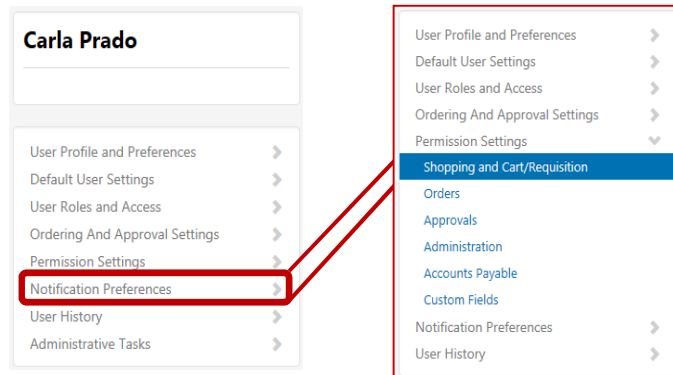- When you click on the email notification title you will be taken to the cart.

Update your email preferences:

1. Access your profile by clicking the ▼ icon next to your name and then selecting **View My Profile** from the top banner.

2. Within the User Information and Setting section, select **Notification preferences**.

   Within the **Notification Preferences** menu slide out, the various email preference choices are divided between **Administration & Integration, Shopping, Carts &Requisitions** and **Purchase Orders, Settlement,** and **Sourcing Director**.

3. Shoppers, Requisition Creators and Approvers may be interested in turning on/off email notifications. The name of each email notification message is listed in these sections.

4. **Email Preferences** options:
   i. **None:** The notification is turned off. You will not receive this notification at all.
   ii. **Email:** The notification is turned on and is sent to you via email only.
   iii. **Notification:** The notification is turned on and is displayed on the Notification top banner area in BearBuy only. You will *not* receive an email notification.
   iv. **Email & Notification:** The notification is turned on and you will receive it via email and is displayed on the Notification top banner area in BearBuy.

5. To turn on an **Email Preferences**:
   i. Click **✏ Edit Section** from the top right corner of the email preferences list.
   ii. Select **Override**.
   iii. From the drop-down options select **Email**, (if available) **Notification** or **Email & Notification**

6. To turn off an **Email Preferences**:
   i. Click **✏ Edit Section** from the top right corner of the email preferences list.
   ii. Select **Override**.
   iii. From the drop-down options select **None.** If the notification is off by default, selecting the **Default** radio button is the preferred method.

7. Click **Save Changes**. You will see a **Successfully Saved Changes** message appear on your screen.