



Communication overview

Article related to version 8.7+

Included in this article

- 1 - Setting your notification preferences
- 2 - Overview of 'Messages'
- 3 - Profile page notification settings

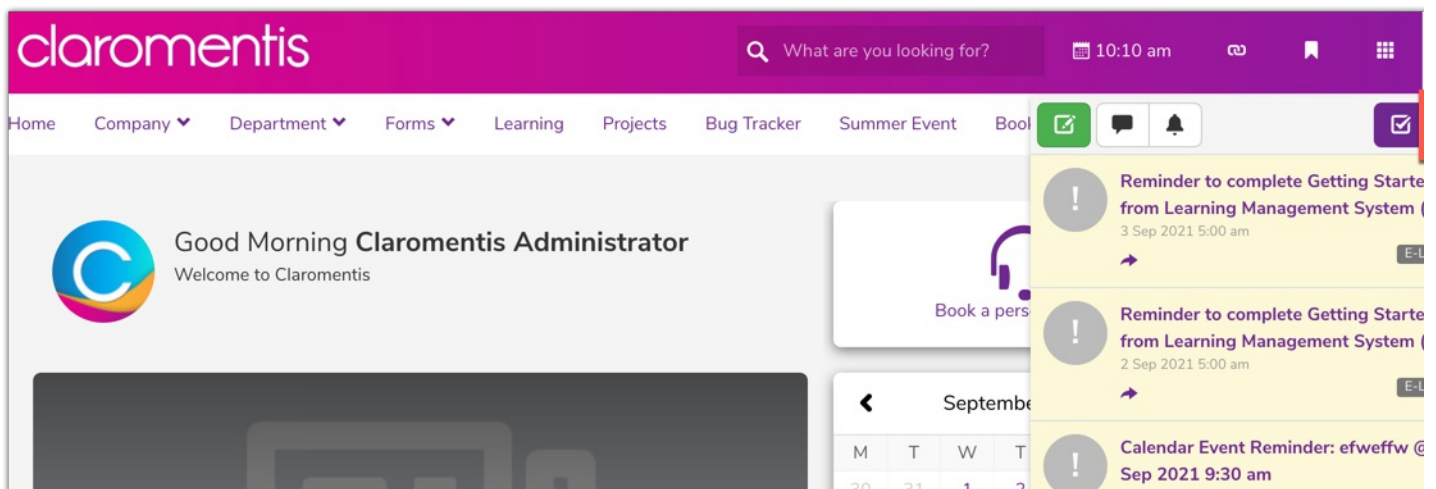
Overview

The communication tool allows you to do the following:

- Set what type of notification you would like to receive from each application
- Send direct messages to other users
- Send mass notifications to groups or users

1 - Setting your notification preferences

Access this area by clicking the cog in the in-system messenger in the navigation bar, or via Applications > Communication > Cog



Your preferences will be displayed:

4 Auto delete read notifications after 3 months

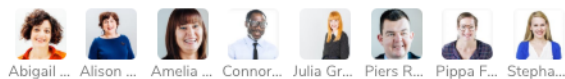
Admin	Use default	Default
Audit Manager	Use default	Default
Blog	Use default	Default
Calendar	Use default	Default

Please click [here](#) for more in-depth information on Communication settings.

To use, simply hit Compose . Once your message is sent, it will be displayed in this conversation style with the included users listed at the top.

Messages

Notifications



HR Quarterly Meeting

B *I* U | *I*_x | | | | | | | | | | | | Source

Send

Wednesday, 1 May 2019

HR Quarterly Meeting



Alison Kelly

We are superheroes when it comes to rapid reporting 🦸🏻‍♂️

Good thing Alison and I are on the ball with these things
Abi! 😊

— Sent by Connor Chapman on 01-05-2019 06:43

Quote 1-May-2019 16:16

No problem, thanks for letting us know Piers!

Quote 1-May-2019 16



Piers Ross

Unfortunately I've been double-booked and have another meeting
at 2pm ☹️ But my team will be there to represent

Quote 1-May-2019 15:47



Connor

Good thing Alison and I are on the ball with these things Abi! 😊

Reminder: You can send messages to multiple users but not to groups or roles.

3 - Profile page notification settings

You can also decide your default notification settings by visiting your profile page under Applications > People

Preferred contact method

Email

Career details

I am adaptable, motivated by success, with a strong work ethic. I thrive in a collaborative environment, using leadership, communication and project management skills. I am able to leverage strong analytical and strategic thinking skills to deliver

Interests

Date of birth 2

23-May-1985

Date started 2

19-May-2007

Company car model

-- None --

Default notification method

☐ None

☒ In-system

☒ Push

☐ Email

Twitter

Update

Please note: Administrators can also do this on behalf of the user by navigating to Applications > Admin > People. Users will however be able to change this at any time.