Communication overview

Article related to version 8.7+

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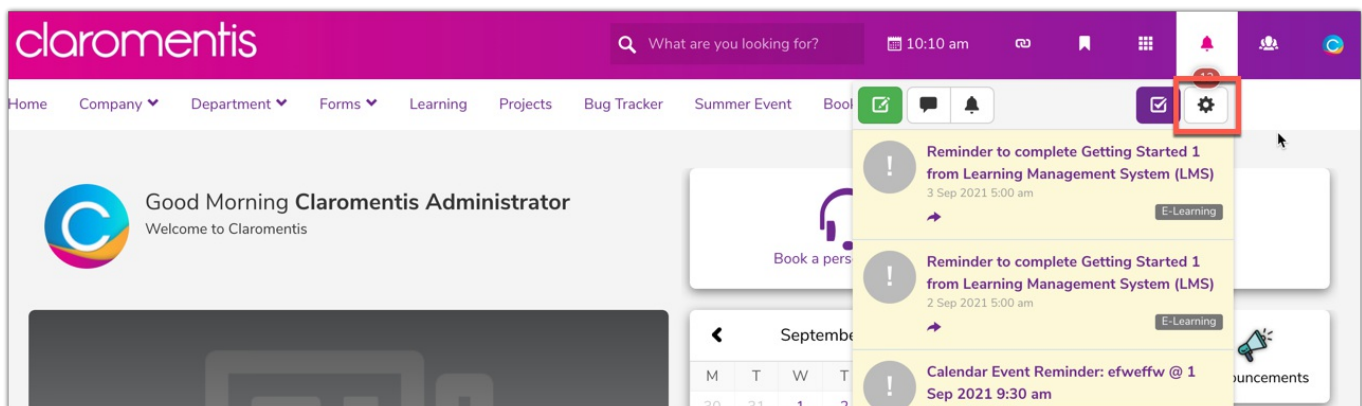
3 - Profile page notification settings

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:

1. **Search function:** This will search all your notifications for the keyword you input.

2. **Default notification method:** As standard, all applications will follow the default choice.

3. **Email frequency:** Receive instant emails from the system, or if preferred, a daily/weekly/monthly digest.

4. **Auto-delete:** You can set a time limit to how long old/read notifications are stored.

5. **Items:** You can decide what notifications you would like to receive from each application.

Please click here for more in-depth information on Communication settings.

2 - What are 'Messages'?

Messages is a direct message tool you can use to communicate with other users on the intranet. It acts as a simplified email system.

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.

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

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.