



Communication overview

Archived

Article related to version 8.7+

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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:

Communication / Notification Preferences



Messages

Notifications

1 All types ▾ All words ▾ Search Reset

2 **Default notification method** None In-system Push Email

3 **Email frequency** Send Instantly ▾

4 **Auto delete read notifications after** 3 months ▾

Application	Preference	Notification method	E-mail options	Auto delete
5 Admin	Use default ▾			Default
Audit Manager	Use default ▾			Default
Blog	Use default ▾			Default
Calendar	Use default ▾			Default

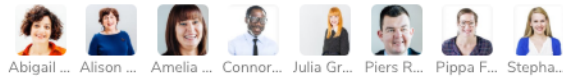
1. **Search function:** This will search all your notifications for the keyword you input.
 2. **Default notification method:** As standard, all applications will follow the default choice.
 3. **Email frequency:** Receive instant emails from the system, or if preferred, a daily/weekly/monthly digest.
 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.

- 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

Career details

Interests

Date of birth 2

Date started 2

Company car model

Default notification method None In-system Push Email

Twitter

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.

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Tags: [communication](#), [email](#), [message](#), [preferences](#), [notification](#)