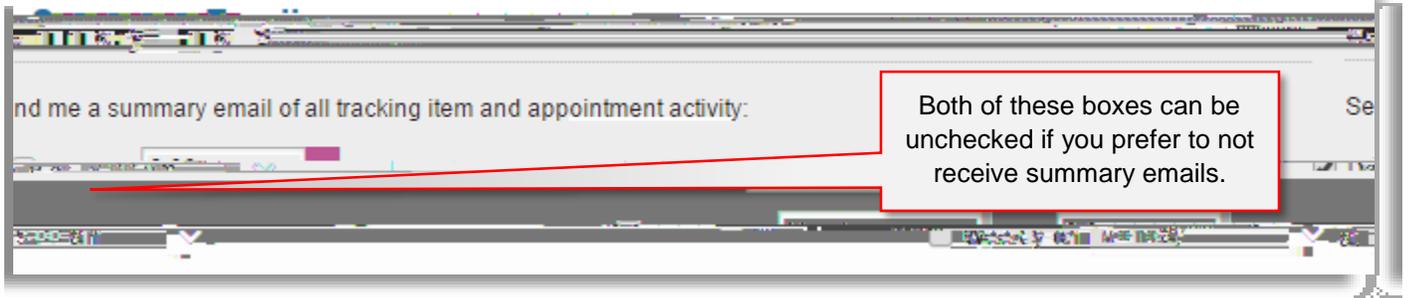
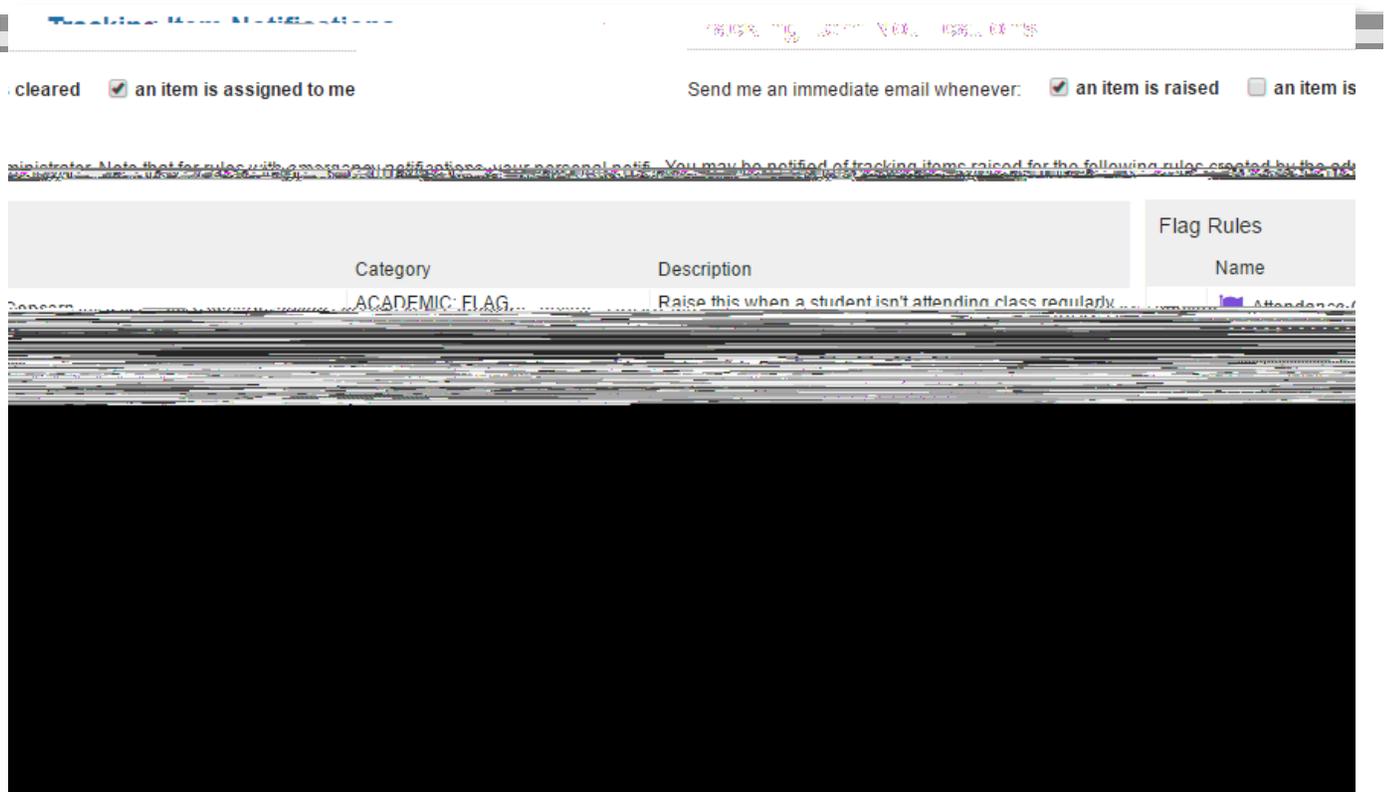


Configuring Email Notifications in Starfish

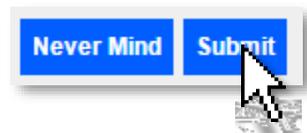
3. In the **Summary Emails** section, decide if you like to receive a daily or weekly summary of your appointments and tracking activity.



4. Finally, in the **Tracking Item Notifications** section, choose if you want an immediate email for a raised, cleared or assigned item. Again all boxes can be unchecked if you prefer to not receive any notifications. However, you will always receive a notification for any “Flag” with an emergency icon beside it.



5. Don't forget to submit your changes via the **submit** button in the bottom right-hand corner.



Questions? Please contact advising@radford.edu