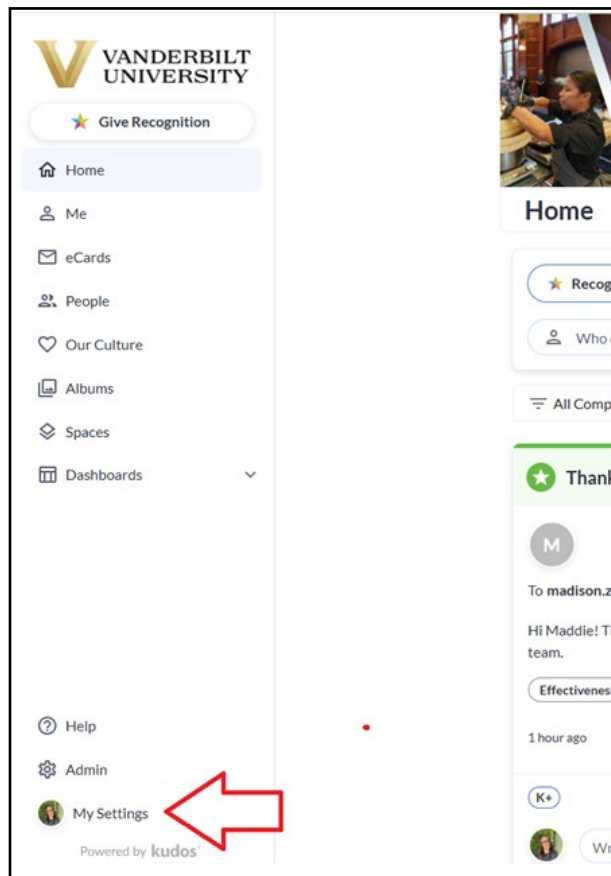


Updating Notifications via Personal Preferences in Kudos

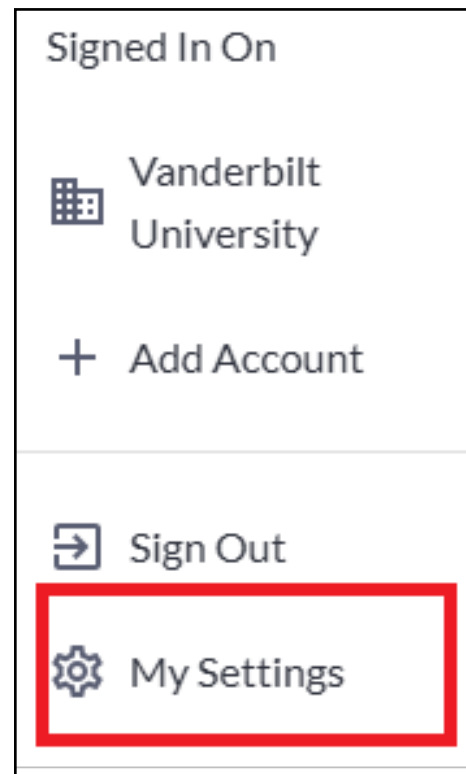
Step 1

After logging into Kudos, click on the **My Settings** icon in the lower left corner of the screen.



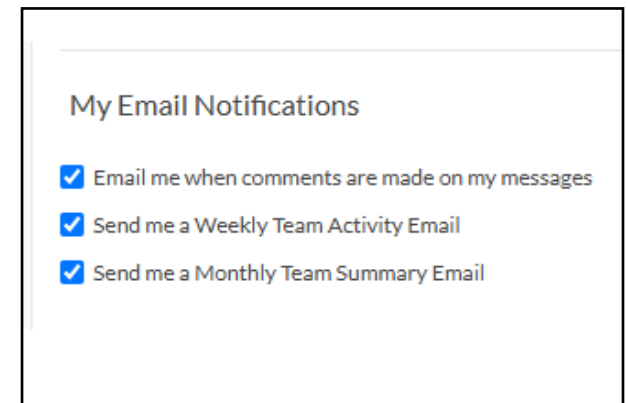
Step 2

From there, choose **My Settings**.



Step 3

Scroll down to **My Email Notifications**.



- The first setting allows you to receive email notifications when a recognition message you sent, received, or previously commented on is commented on by someone else.
- The second setting will appear if you are set up as a Manager in Kudos® and will send Weekly Team Summary Emails.
- The third setting will appear if you are set up as a Manager in Kudos® and will send Monthly Team Summary Emails.