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.





From there, choose My Settings.

Signed In On		
	Vanderbilt University	
+	Add Account	
€	Sign Out	
ŝ	My Settings	

Step 3

Scroll down to My Email Notifications.

My	Email Notifications
🗹 En	nail me when comments are made on my messages
🗹 Se	nd me a Weekly Team Activity Email
🗹 Se	nd me a Monthly Team Summary Email

- 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.

