

20.1 Customize notifications in user settings

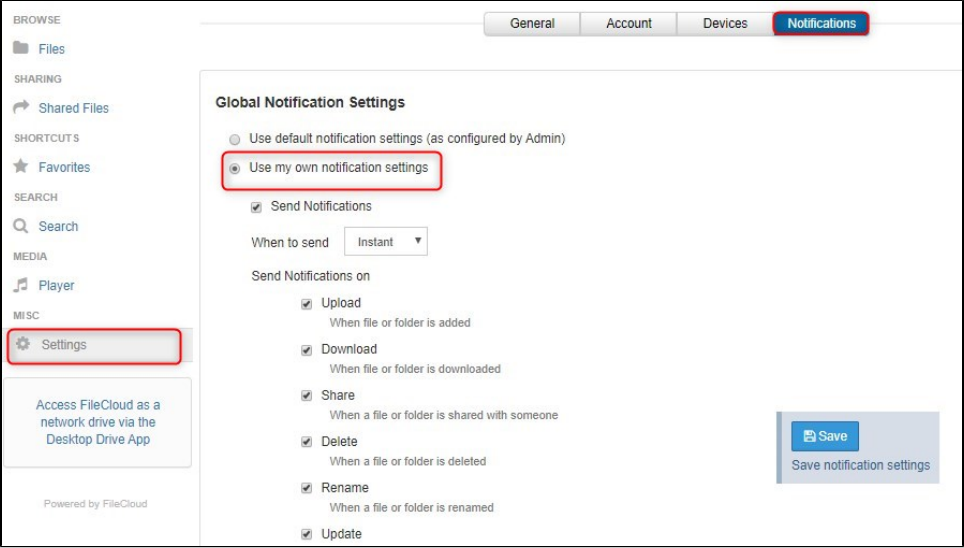
If you are permitted to to override your administrator's default settings, you can specify which actions you are notified about.

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Customize your notifications settings

1. Click **Settings** in the navigation bar, and click the **Notifications** tab.



2. By default, **Use default notification settings** is selected. If you are permitted to override default settings, **Use my own notification settings** and all of the options under it can be edited. If you are not permitted to override default settings, **Use my own notification settings** and the options under it cannot be edited.
3. Select **Use my own notification settings**.
4. To turn off notifications, uncheck **Send Notifications**; otherwise, leave it checked.
5. By default, **When to send** is set to **Daily**. If you want to receive notifications less frequently, choose **Daily**, **Weekly**, or **Custom** in the drop-down list. You will receive an email listing all new notifications since the last notification email. If you choose **Custom**, a text box opens for you to enter the notification interval in minutes. You are not allowed to enter a value that is less than the notification interval set by your admin.
6. **Send Notifications on** indicates which actions you will receive notifications about. All actions are unchecked by default. Check any actions that you want to receive notifications about.
7. Check **Self Notifications** if you want to receive notifications about changes you make to your own files or folders.







If you do not check **Self Notifications**, you only receive notifications when a user you have shared a file with performs an action on that file.

If you do check **Self Notifications**, you also receive a notification when you perform an action on a file you own or a file that has been shared with you.

Edit path notifications rules

At the bottom of the page is a **Path Notifications Rules** table listing the full paths of any files or folders you have configured with notification rules. For information about configuring paths of files or folder with notification rules, see [Set notifications for files and folders](#).

Path Notification Rules	
Path	Actions
/SHARED/jenniferp/users.csv	 
/elin frei/bigger.grid.png	 

1. To edit the rule, under **Actions**, click the edit button.
A dialog box identical to the upper portion of the **Global Notifications Settings** (the current screen) opens for the file or folder listed under **Path**.
Change any of the settings and click **Save**.
2. To delete the rule, under **Actions**, click the delete button.
Note that settings on paths override the custom notification settings that appear above them.

Disable custom notifications without removing custom settings:

1. Click **Settings** in the navigation bar, and click the **Notifications** tab.
2. Uncheck **Send Notifications**.
3. Click **Save**.

Return to the default notification settings

1. Click **Settings** in the navigation bar, and click the **Notifications** tab.
2. Select **Use default notification settings (as configured by Admin)**.
3. Click **Save**.
Your previous settings including your path settings are not saved. If you want to use them again, you must reset them manually.