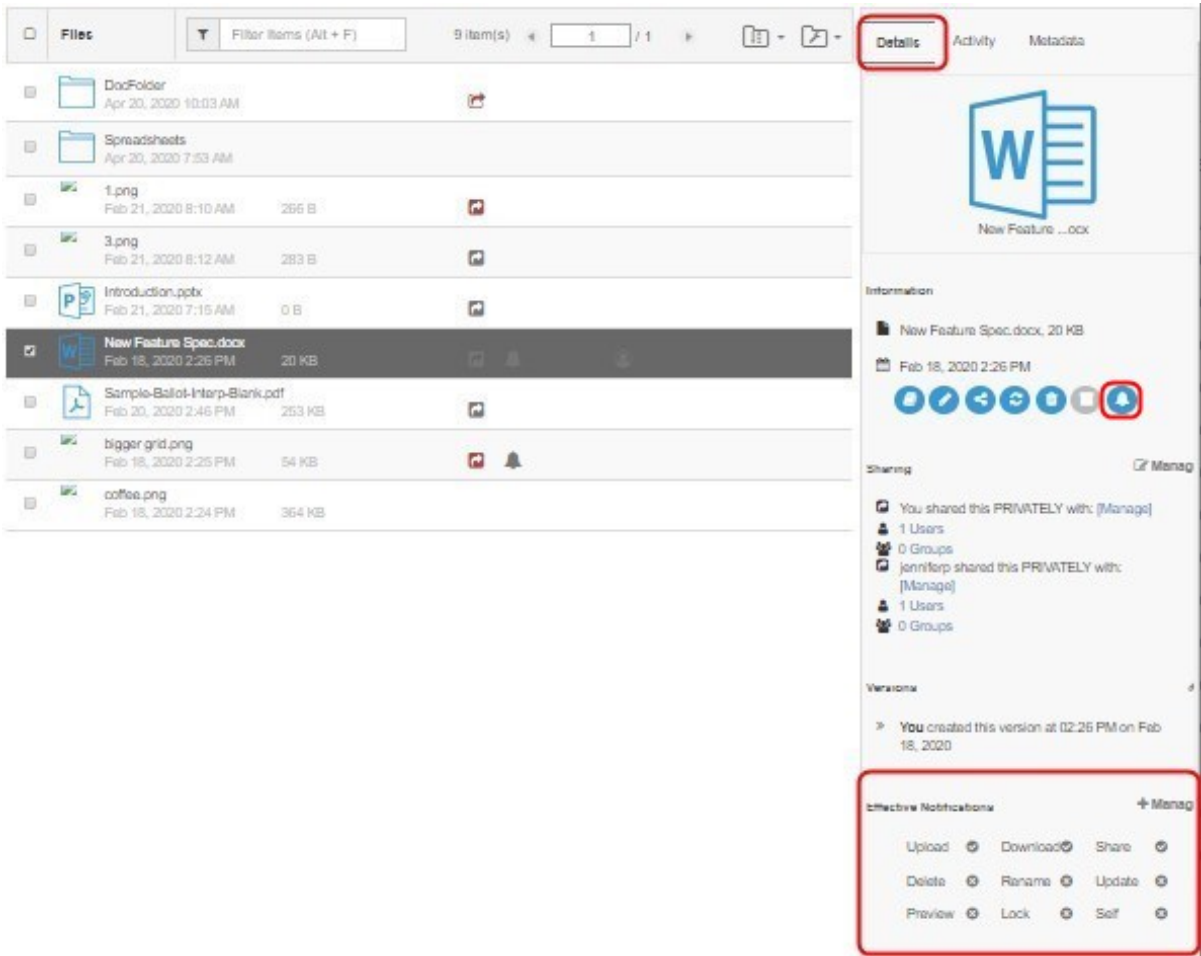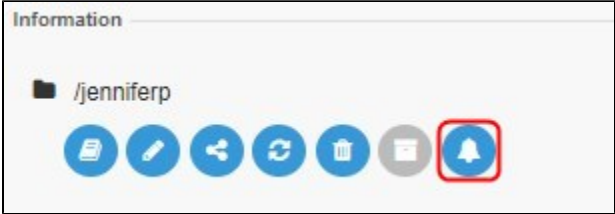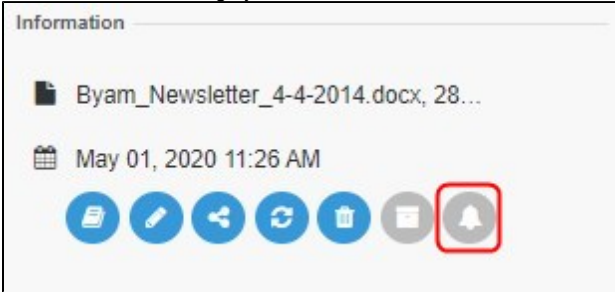# 20.1 Notifications from the details panel

When you select a file or folder, the right panel displays information about it in separate tabs. In the **Details** tab, under Information, a notifications (bell-shaped) icon informs you if notifications are enabled. Under **Effective Notifications,** you can view and edit the types of notifications available for the selected file or folder

The notifications icon is blue if one or more notifications are enabled:

The notifications icon is gray if all notifications are disabled:

Enabled notifications are followed by a check, and disabled notifications are followed by an x.

A note is displayed if all notifications are enabled or disabled:

Customize your notifications from the Effective Notifications box

To open the **Notifications Settings for <file/folder>** dialog box, in the **Effective Notifications** box, click **Manage**:

Notification Settings for New Feature Spec.docx ✕

Path: /elin frei/New Feature Spec.docx

○ Use default notification settings

◉ Use my own notification settings

    ☑   Send Notifications

Send Notifications on

     ☑   **Upload**
        When file or folder is added

     ☑   **Download**
        When file or folder is downloaded

     ☑   **Share**
        When a file or folder is shared with someone

     ☐   **Delete**
        When a file or folder is deleted

     ☐   **Rename**
        When a file or folder is renamed

     ☐   **Update**
        When a file is modified

     ☐   **Preview**
        When a file is viewed in the browser or in the mobile app

     ☐   **Lock/Unlock**
        When a file or folder is locked or unlocked

     ☐   **Self Notifications**
        Send notifications for actions done by me

[Save] [Cancel]

To configure your own notification settings:

1. 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.
2. Select **Use my own notification settings**.
3. To turn off notifications, uncheck **Send Notifications**; otherwise, leave it checked.

4. **Send Notifications on** indicates which actions you will receive notifications about.
   Check any actions that you want to receive notifications about.
5. Check **Self Notifications** if you want to receive notifications about changes you make to your own files or folders.

> (i) 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.

To disable custom notifications without removing custom settings, uncheck **S end Notifications**.

To return to the default notification settings, select **Use default notification settings.** If you want to return to your custom settings, you must reset them manually.