

# 20.1 Set notifications for Files and Folders

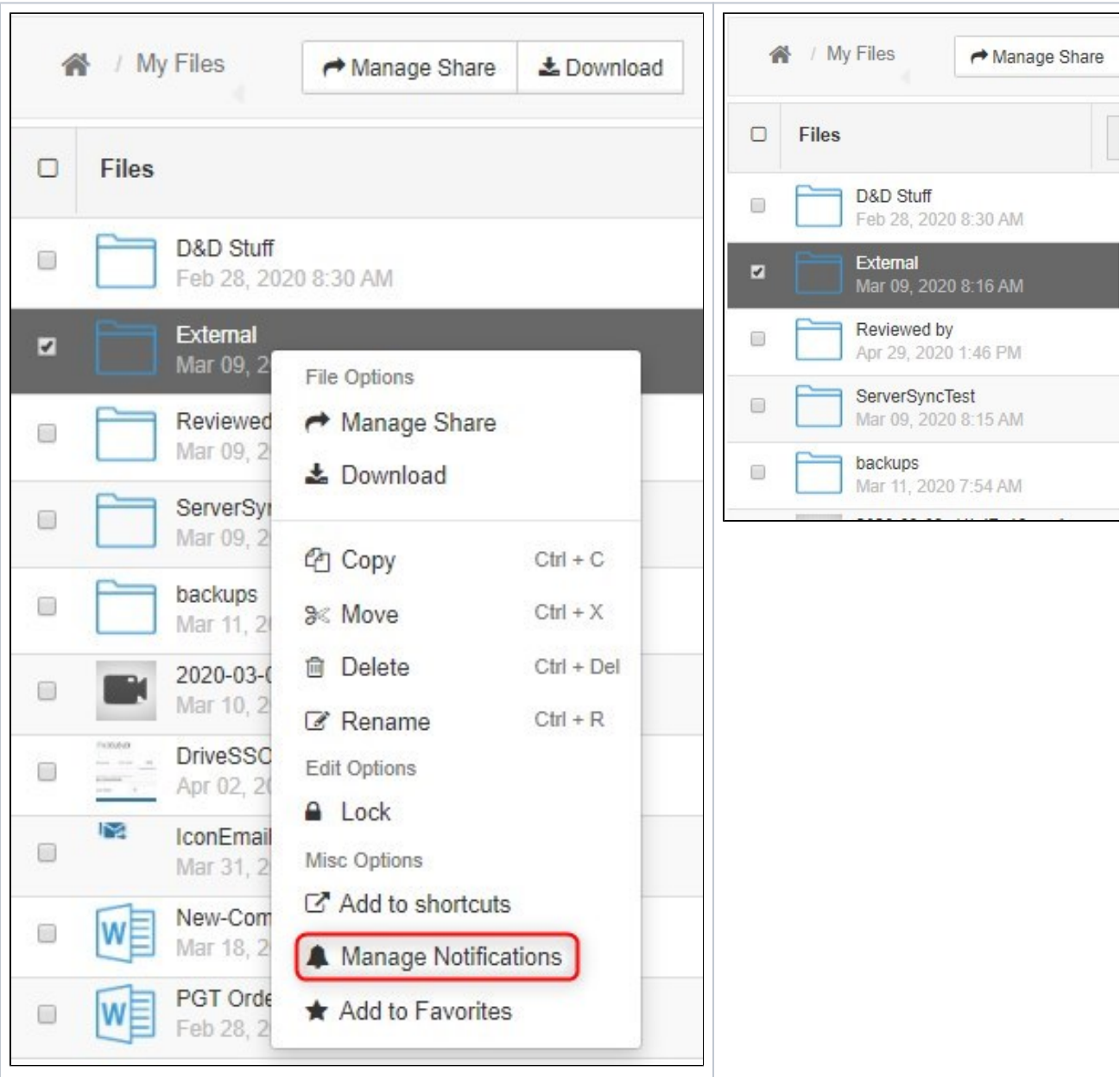
If you are permitted to to override your administrator's default settings, you can specify which actions you are notified about for specific files and folders. The notifications tell you when other users that have access to the file or folder (either because they own it or you or another user has shared it with them) perform an action on it. You can also notify yourself when you perform an action on the file or folder.

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## Customize notifications for a file or folder:

1. In the user interface, navigate to the file or folder.
2. Select the file or folder and either right-click it or click **More** in the toolbar:



3. To open a **Notification Settings** dialog box, choose **Manage Notifications**.  
The first time you open the dialog box for a file or folder, nothing is checked or 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.

Notification Settings for External

Path: /jenniferp/External

☐ 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

4. To customize your notification settings, check **Use my own notification settings**.
  - a. To receive any notifications, check **Send Notifications**.
  - b. Check the box next to each type of notification that you want to receive.
5. To receive notifications of your own actions, check the last checkbox, **Self Notifications**.



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

6. Click **Save**.  
When you go to Settings > Notifications, the file or folder path is listed under **Path Notification Rules**.

### Disable custom notifications for a file or folder without removing custom settings:

1. In the user interface, navigate to the file or folder.
2. Select the file or folder and right-click it.
3. Choose **Manage Notifications**.
4. Uncheck **Send Notifications**.
5. Click **Save**.

## Return to the default notification settings

1. In the user interface, navigate to the file or folder.
2. Select the file or folder and right-click it.
3. Choose **Manage Notifications**.
4. Select **Use default notification settings**.
5. Click **Save**.

If you want to return to your custom settings, you must reset them manually.

## Priority of Notification Settings

The notification settings which take top priority are those you set on the specific file or folder that you are working on. The order of priority for notifications from top to bottom is:

1. The specific file or folder you are working on.
2. Its parent folder.
3. Each higher level of parent folder.
4. Your user settings.
5. Your policy settings.
6. Your administrator's global settings.