

User guide for notification settings

Date of release	Version	Description of changes
13.05.2021	2	<ul style="list-style-type: none">- Updated Figure 5 - More settings- Added note: "The used pictures are illustrative only."

1st step – Sign in to the mailbox and press “Settings” in the left lower part of the page (Figure 1).

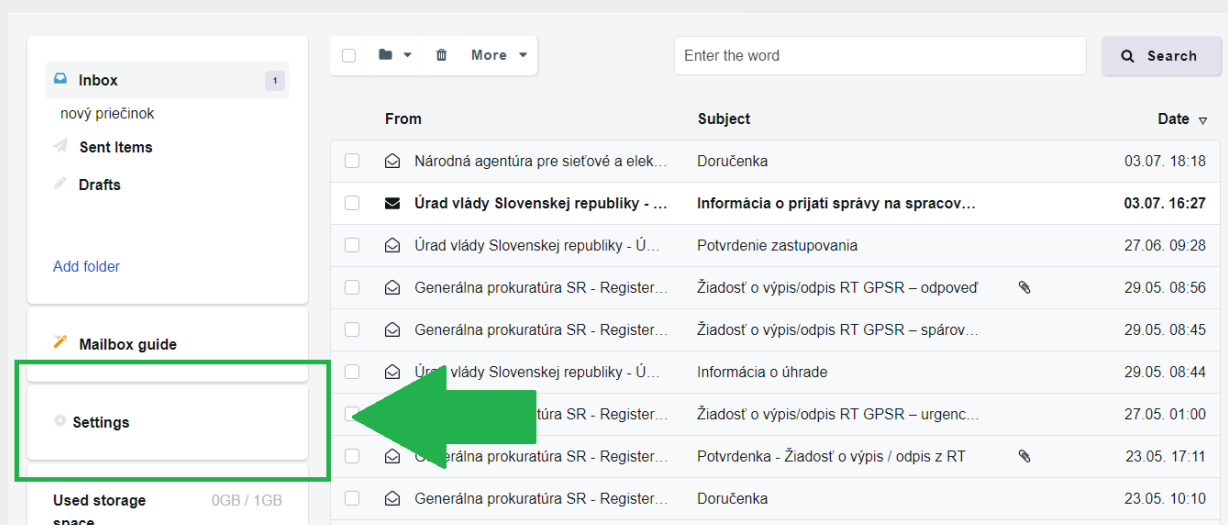


Figure 1 – Settings

2nd step – Choose “Notification settings” (Figure 2).

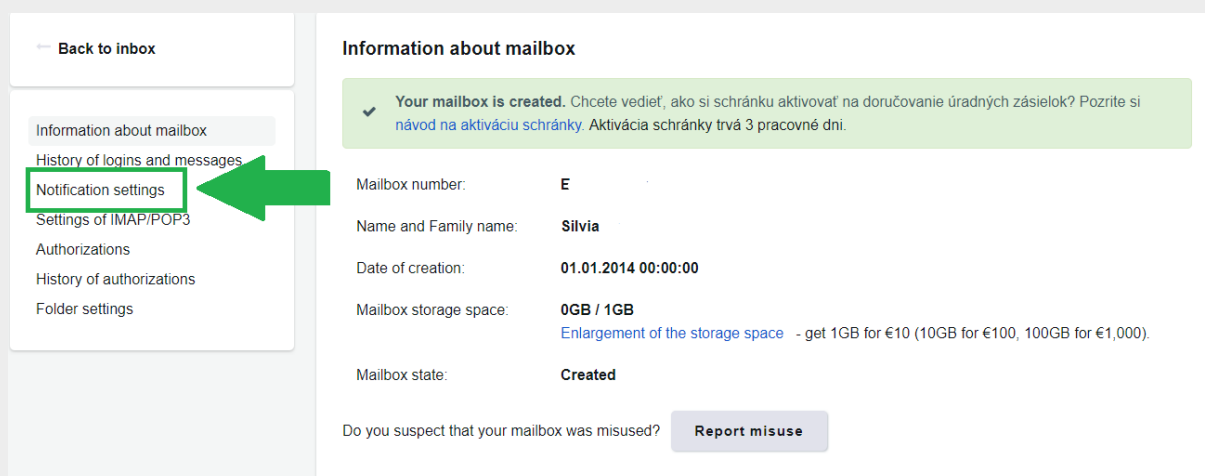


Figure 2 – Notification settings

3rd step – Choose the folder to be changed and select:

1. send notification to contact data from your profile. You may change them by pressing the “Change” button, or
2. send notifications to other e-mails.

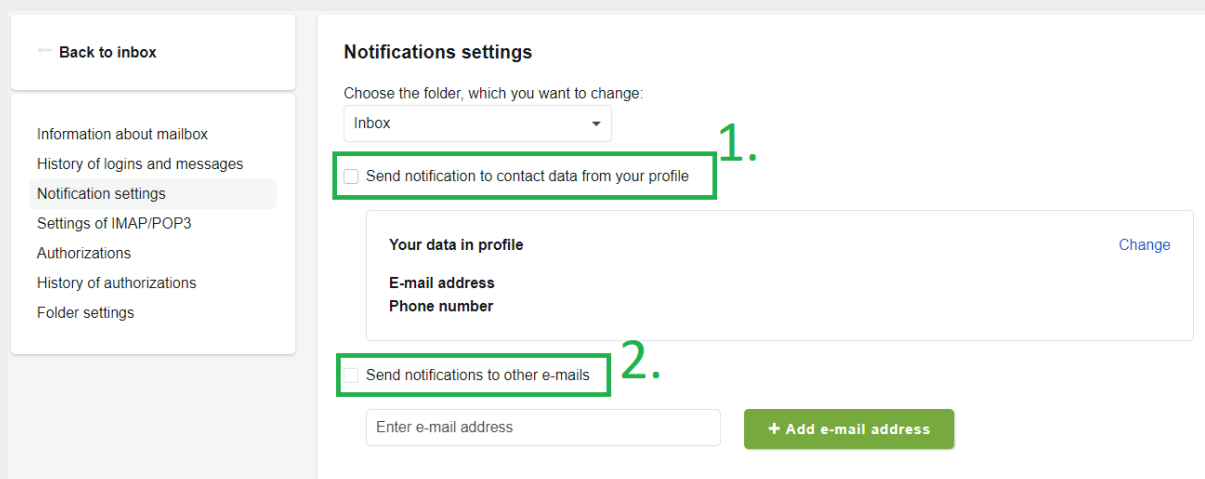


Figure 3 – Settings

4th step – You will receive information about the change (Figure 4).

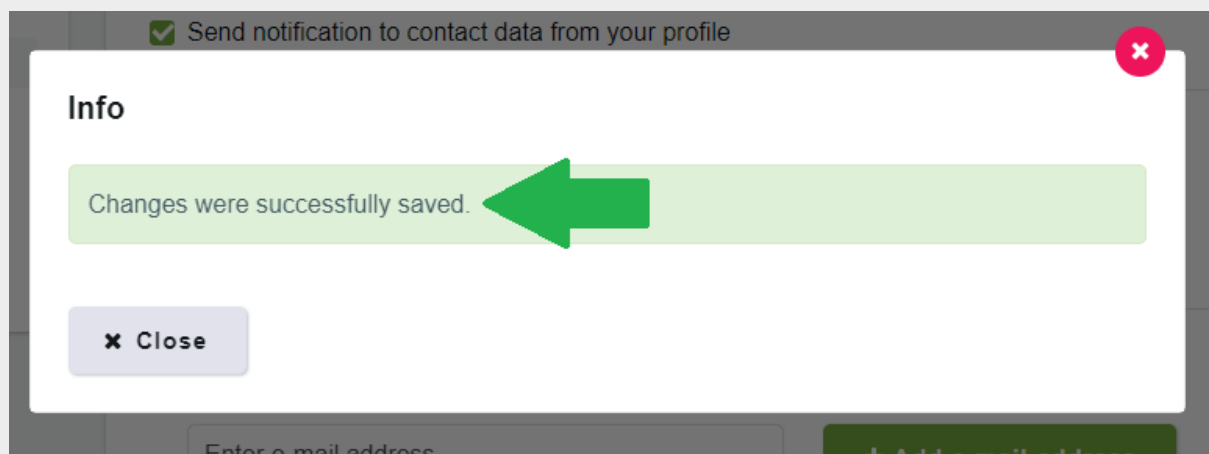


Figure 4 – Info notification

5th step - “More settings” provide possibility to set notification even when a message was moved to the folder or when the space limit for the folder has been exceeded (Figure 5).

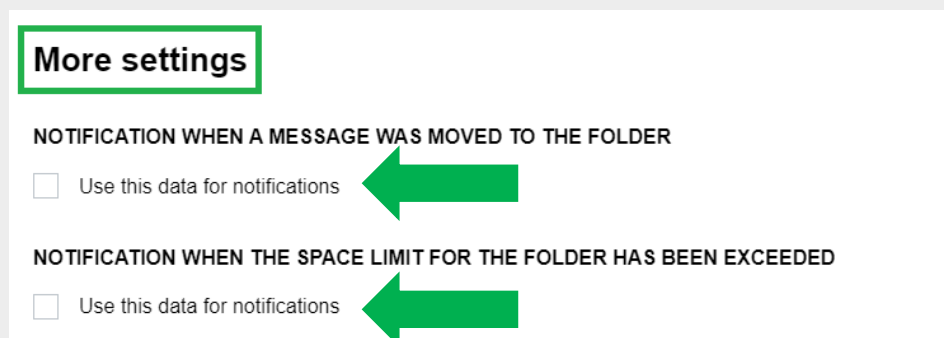


Figure 5 – More settings