

User guide for notification settings

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

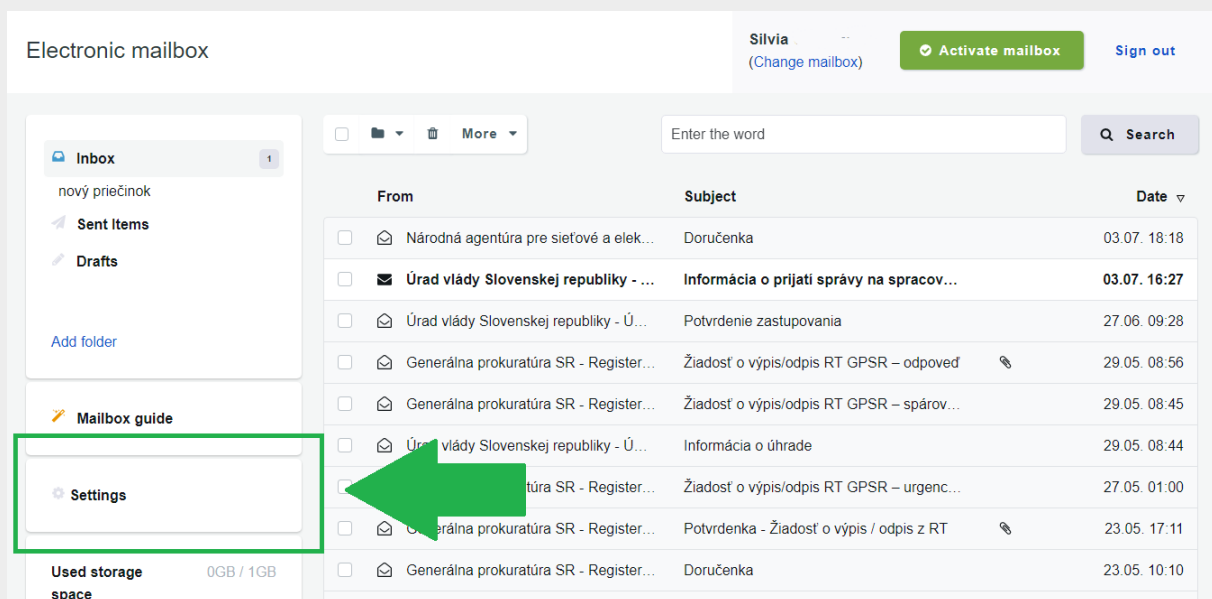


Figure 1 – Settings

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

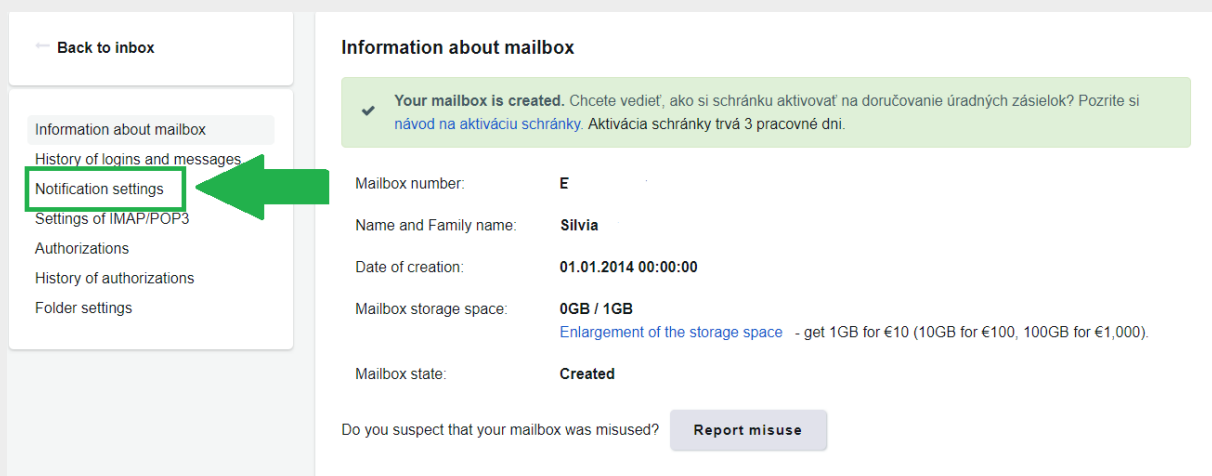


Figure 2 – Notification settings

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.

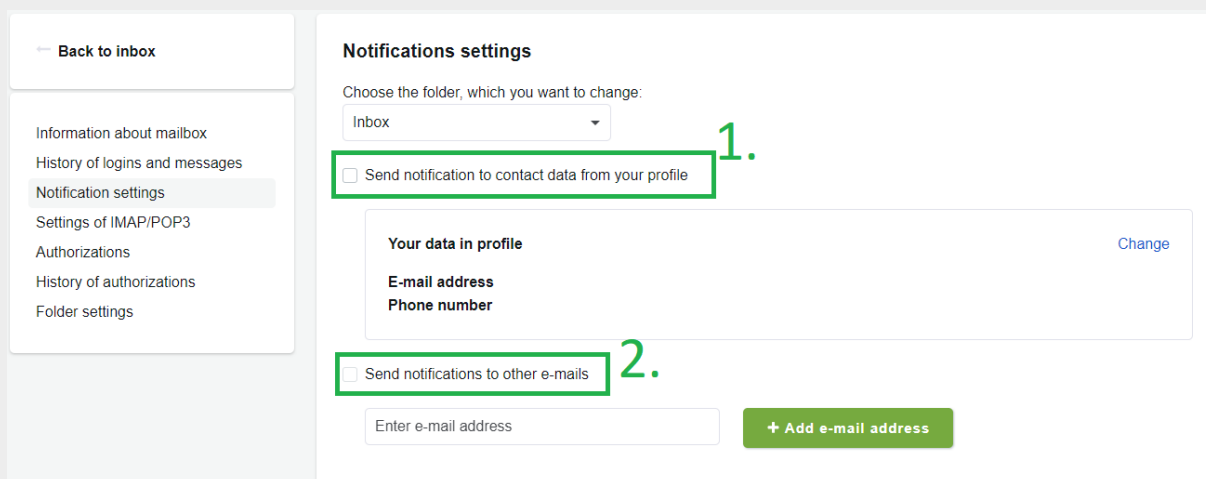


Figure 3 – Settings

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

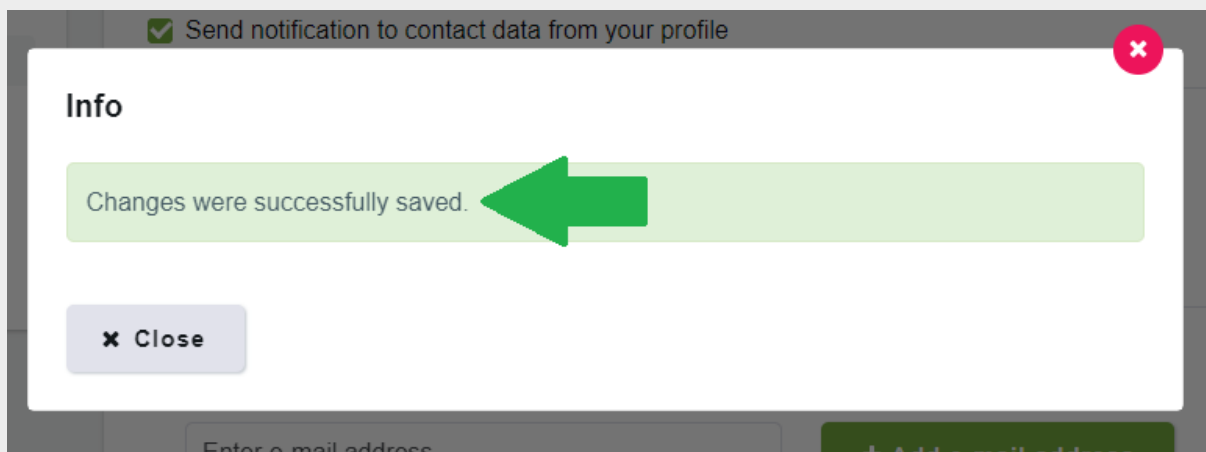
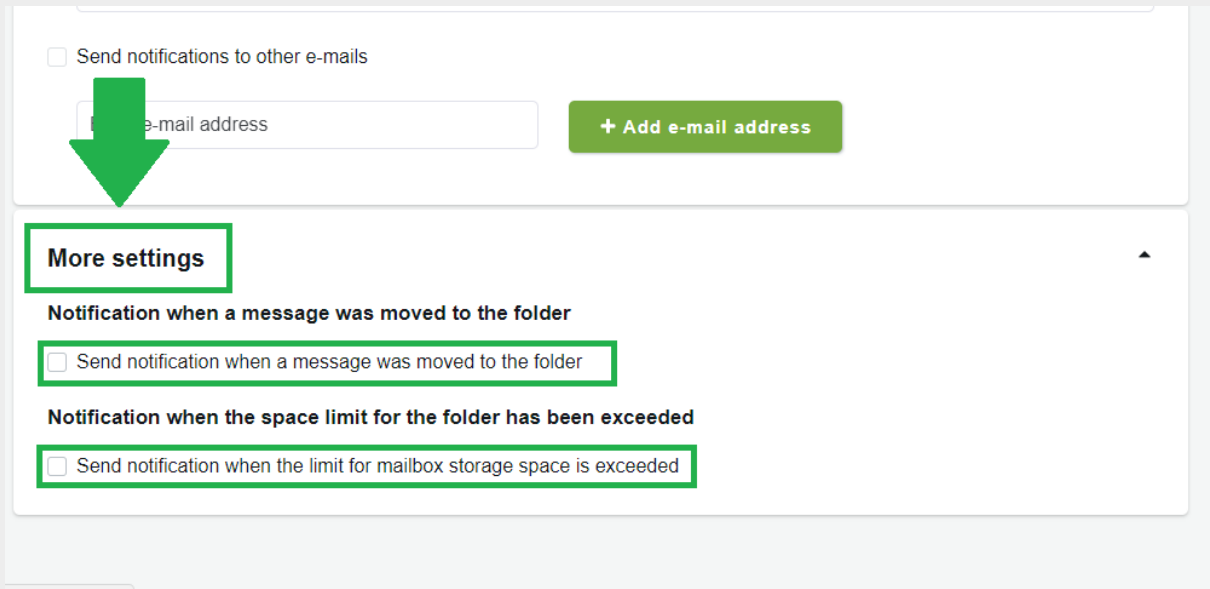


Figure 4 – Info notification

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).



The screenshot displays a web interface for notification settings. At the top, there is a checkbox labeled "Send notifications to other e-mails". Below it is a text input field for an "e-mail address" and a green button labeled "+ Add e-mail address". A large green arrow points down from the input field to the "More settings" section. The "More settings" section is a white box with a green border and a small upward-pointing triangle on the right. It contains two sub-sections: "Notification when a message was moved to the folder" and "Notification when the space limit for the folder has been exceeded". Each sub-section has a checkbox, both of which are highlighted with green boxes. The first checkbox is labeled "Send notification when a message was moved to the folder" and the second is labeled "Send notification when the limit for mailbox storage space is exceeded".

Figure 5 – More settings