

LUCRIS GSM:

Manual messaging settings

Every user will receive notifications from LUCRIS by mail when something happened which is relevant for you.

Although it is not recommended, you can change your messaging settings in order not to receive email notifications.

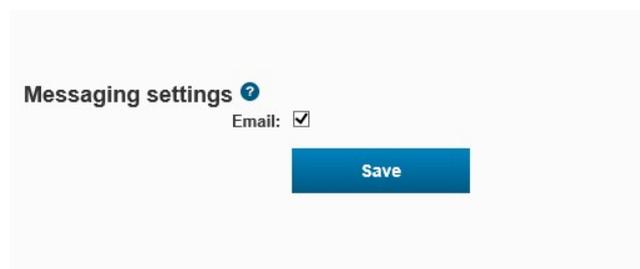
You can still see the Things to do on your dashboard and the internal messages.

Messaging settings

To see your messaging settings – and to change them – click on your name or role (upper right corner of the screen), and then click **My Settings**.



Then you see the **Messaging settings**, and you can (de)select the option to receive mails.

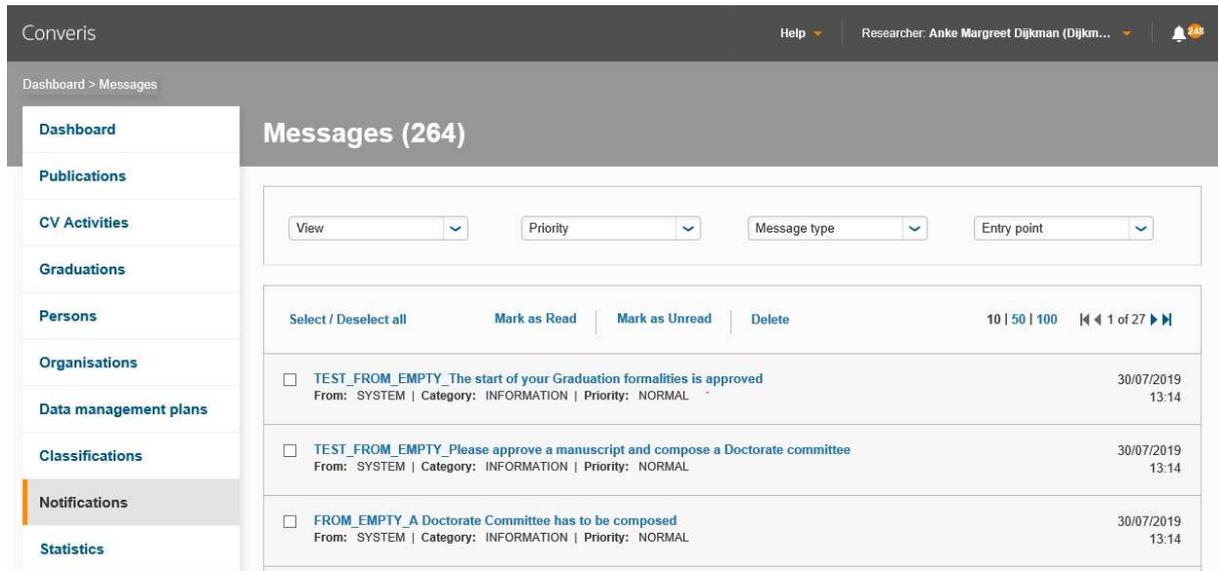


See the internal notifications

The notifications via internal messaging can be found by clicking on the bell icon next to your name



You can also click **Notifications** in the menu on the left side of the screen:



You can click on one of the notifications and you will see the text. You can delete the notification after reading, or keep it in the list of messages.

You can select a couple of notifications to manage (delete) them all at once.