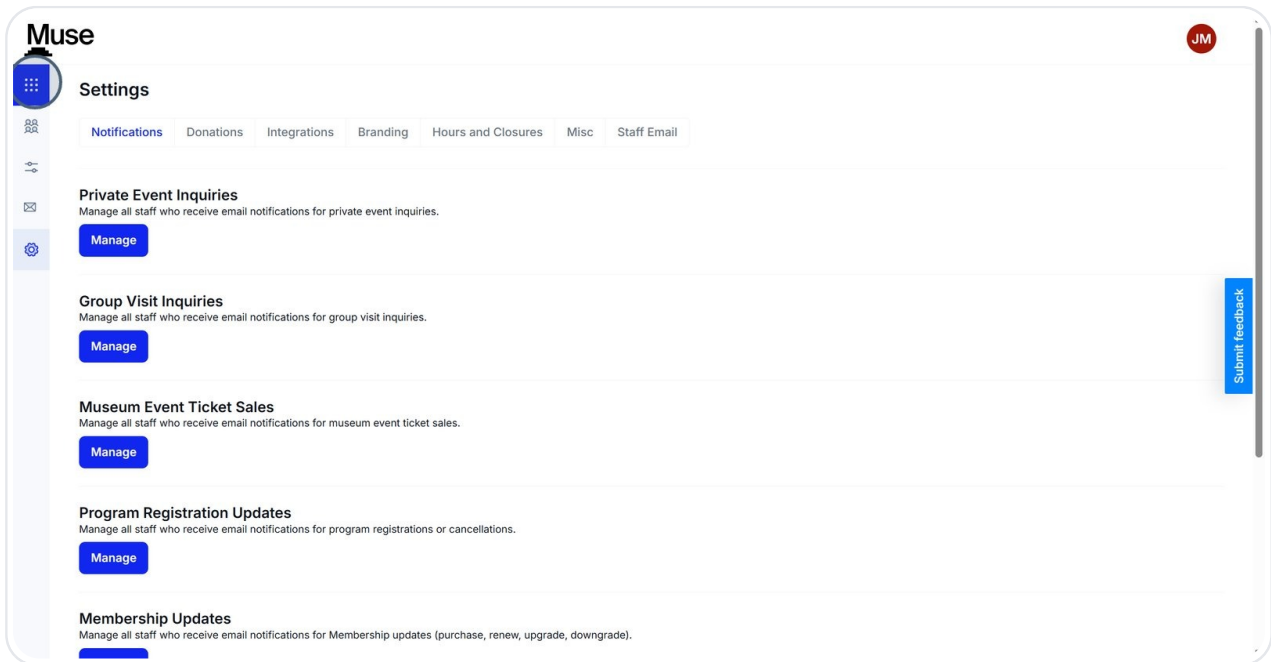


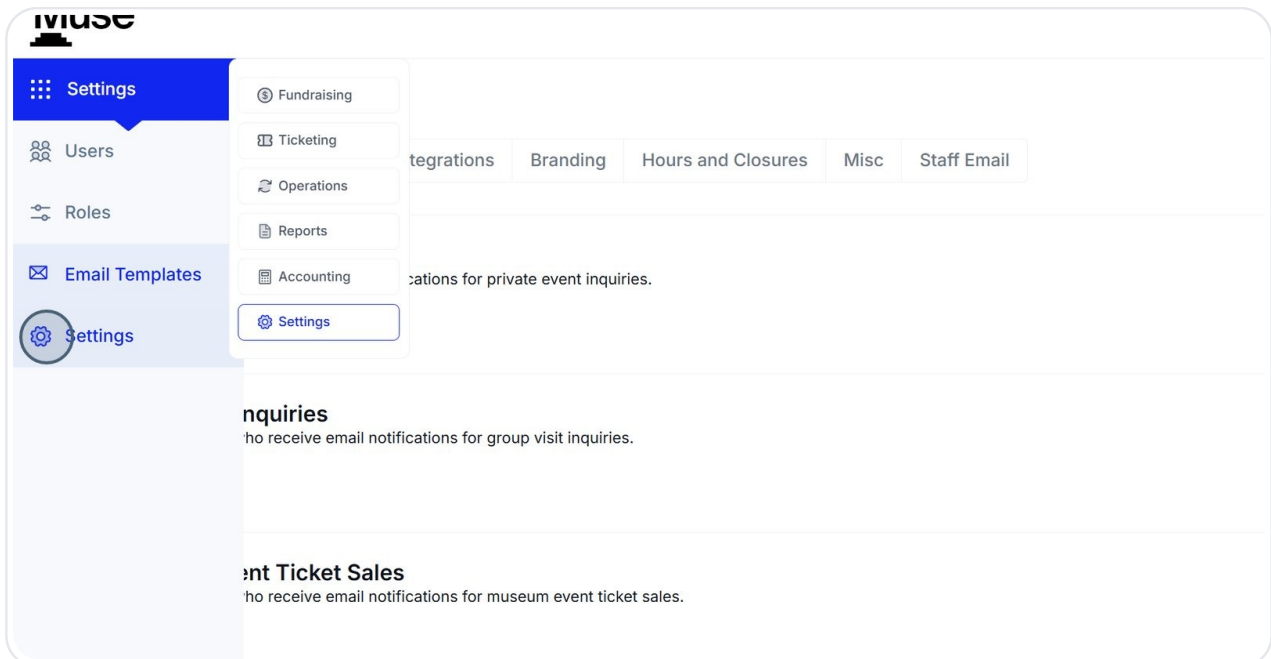


Managing Notifica- tions

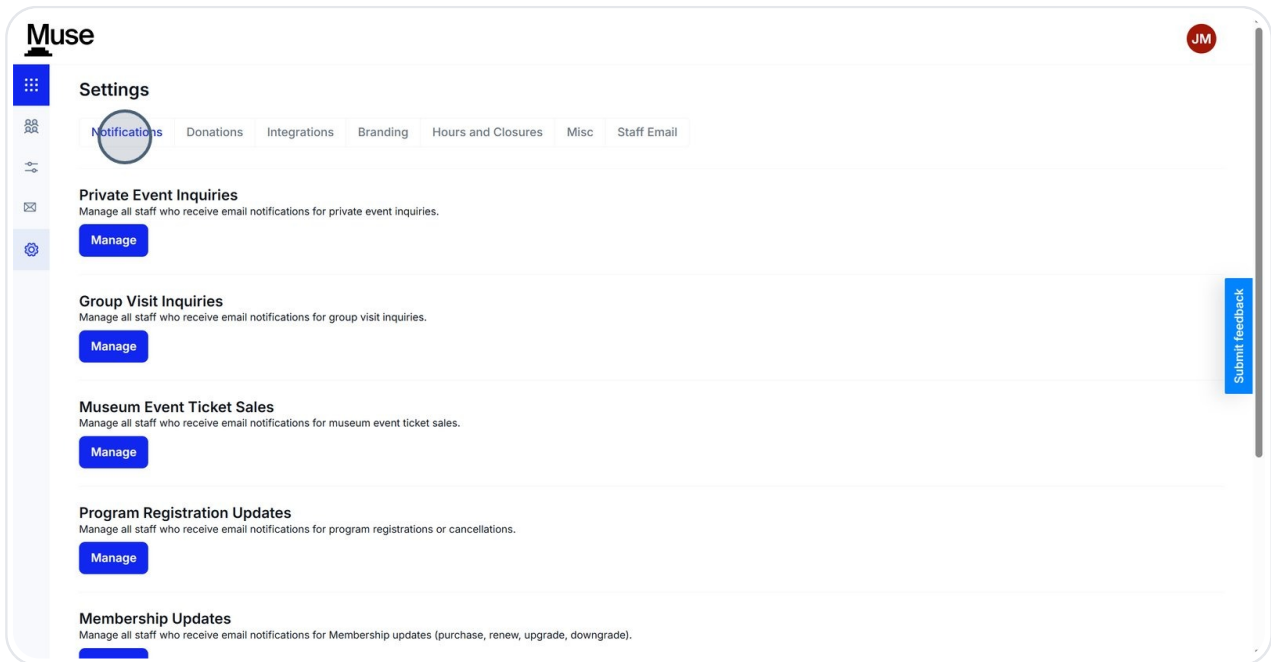
1. Click the blue North Star icon.



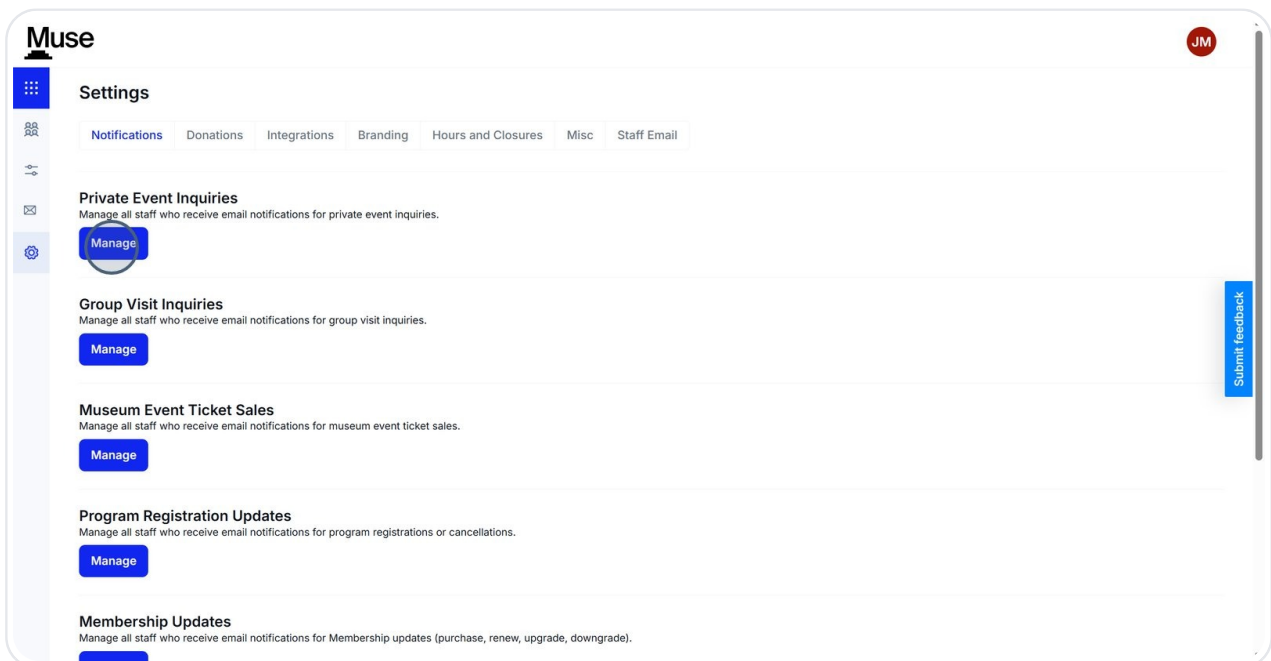
2. Select 'Settings' from the admin menu options.



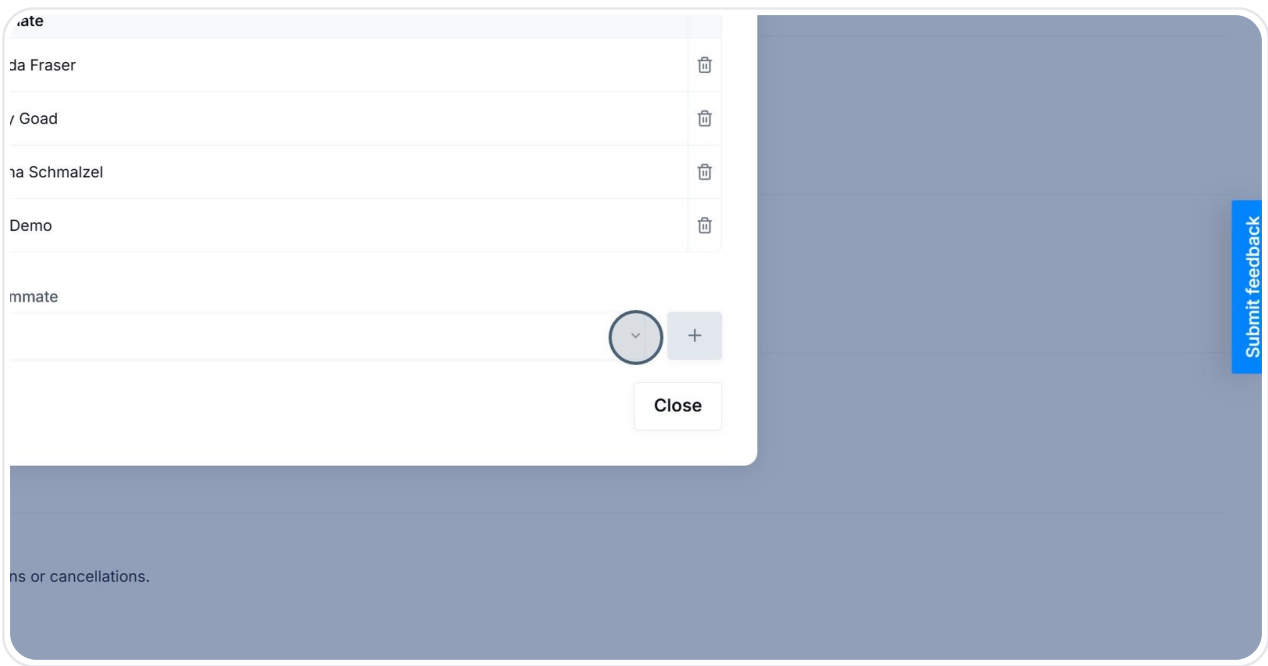
3. Click the 'Notifications' tab.



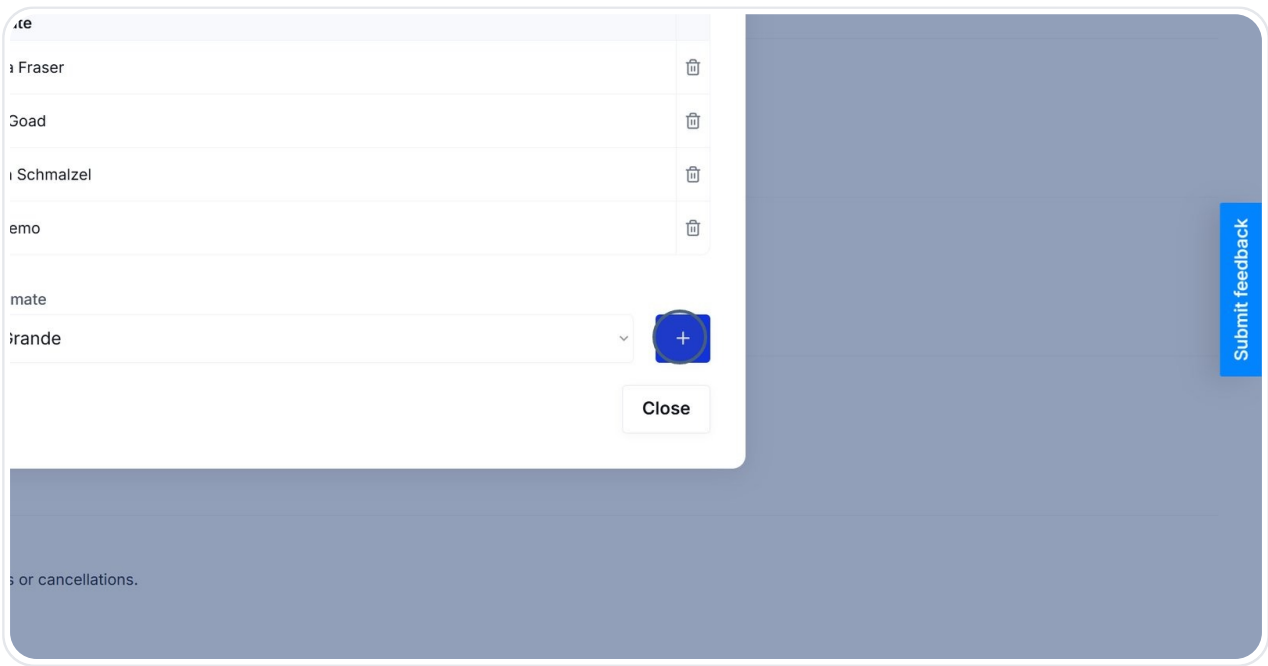
4. Click the blue 'Manage' button under the notification options to choose which team members should receive an email notification about the inquiry.



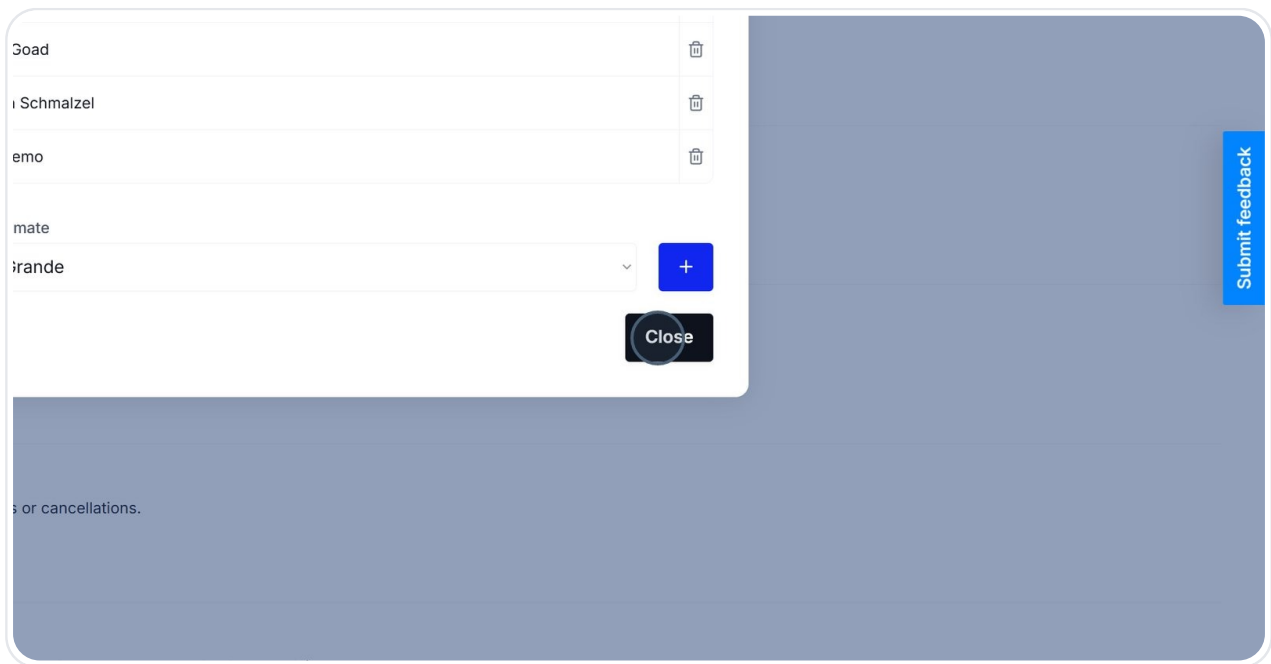
5. You can include additional Staff by clicking on the caret under 'Add Teammate' which will bring up your list of Users.



6. To add the teammate, click the blue '+' after selecting their name from the list.



7. Click 'Close' to exit the management window.



8. Tip! Please review our articles on Users and Roles to update your staff in the system.

