

Starfish – How to Set Up Email Notifications

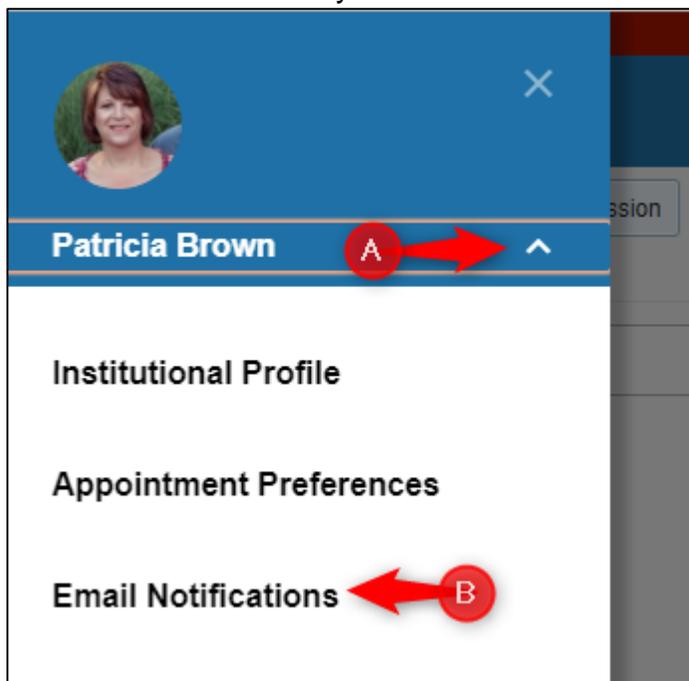
This tutorial will show you how to **set up your email notifications**.

Directions:

1. Log into Starfish.
2. Click on the **3 bars** by the Starfish title.



3. Click the **arrow** next to your name and then **Email Notifications**.



4. Select the options you want in the **Appointments Notifications** section.

Appointments Notifications

Planning Reminders send me a separate email reminder for each appointment
 send one email reminder with all appointments
 don't send me an email reminder

Send Planning Reminders: 9:00 am the day of the appointments

Appointment Alerts: Send me an email 15 minutes before the start of an appointment

Send me an email with a calendar attachment for every:

change to my appointments change to my Office Hours/Group Sessions

Read busy times from my external Exchange calendar

Important: In order for this setting to take effect, you must share your calendar with StarFish0365@starkstate.edu. [Click here](#) for further instructions.

5. Select the options you want in the **Summary Emails** section.

Summary Emails

Send me a summary email of all tracking item and appointment activity:

Daily at 2:00 am

Weekly on Monday at 9:00 am

6. Select the options you want in the **Summary Emails** section.

Tracking Item Notifications

Send me an immediate email whenever: an item is raised an item is cleared an item is assigned to me

You may be notified of tracking items raised for the following rules created by the administrator. Note that for rules with emergency notifications

Flag Rules			
Name	Category	Description	
Librarian Appointment	ACADEMIC: REFERRAL	Use this referral to refer students to	
Success Coach Referral	ACADEMIC: FLAG	Use this flag to alert the coaching st week. If this is an emergency pleas	
Tutoring Referral	ACADEMIC: REFERRAL	Use this to refer a student to tutorin	

7. Click **Submit** button at the bottom right or upper right.



NOTE: To return to the home page, click the **3 bars** and then **Home**

