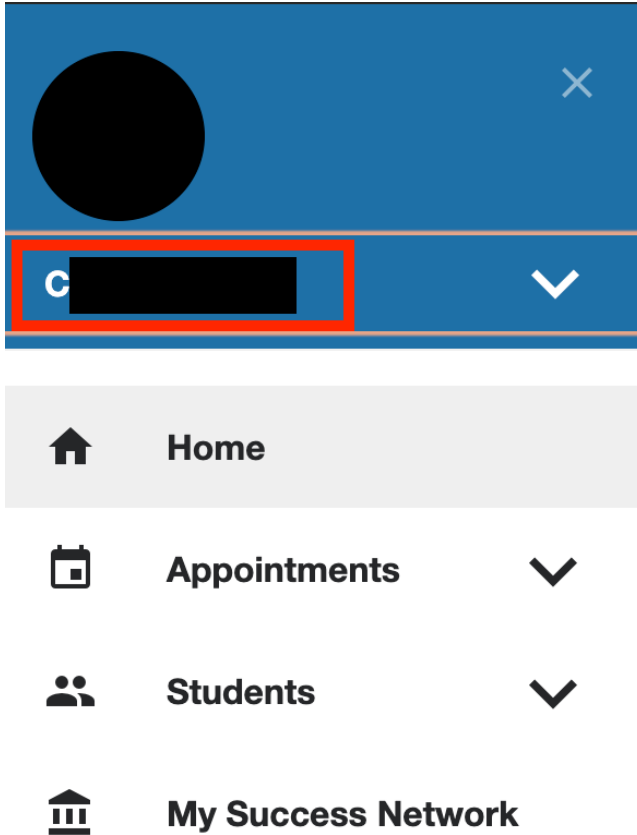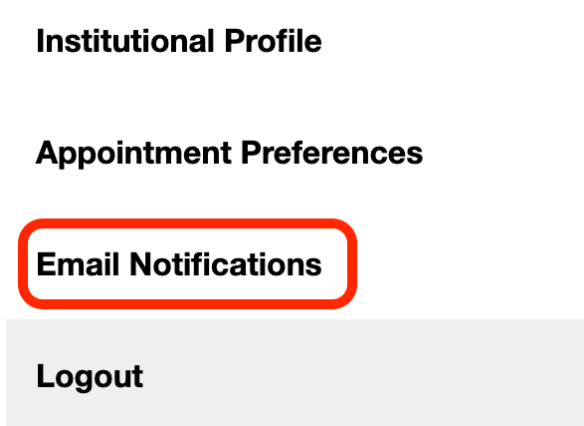## How to set up your notifications in Starfish

Step 1: Click the drop-down menu on the left and click on your name

Step 2: Click on your name and then click on **Email Notifications**

Institutional Profile

Appointment Preferences

Email Notifications

Logout

Step 3: Scroll down to **Tracking Item Notifications**. Click on '**an item is assigned to me'** and you will be notified whenever someone has assigned a referral to you.

Summary Emails

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

☑ **Daily at** | 10:00 am

☐ **Weekly on** | Monday | at | 9:00 am

Tracking Item Notifications

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

Step 4: Click **submit** at the bottom or the top of the screen.

Institutional Profile	Appointment Preferences	Email Notifications

Never Mind Submit

NOTE: If you do not receive Starfish email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist Starfish emails if this is the case.

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 30 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**

Success Network Updates: ☐ Send me a weekly status update about my Success Network

☑ **Read busy times from my external Exchange calendar**
Important: In order for this setting to take effect, you must share your calendar with lrccdstarfish@losrios.onmicrosoft.com
Click here **for further instructions.**

Summary Emails

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

☑ **Daily at** 10:00 am