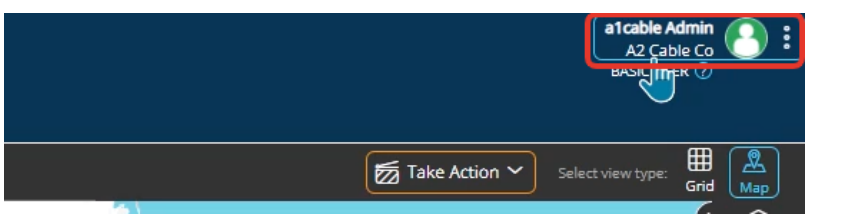
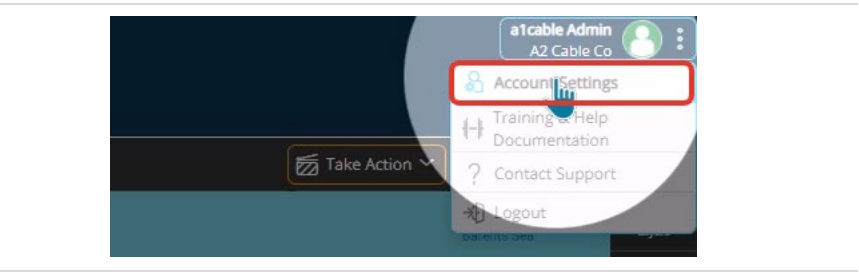
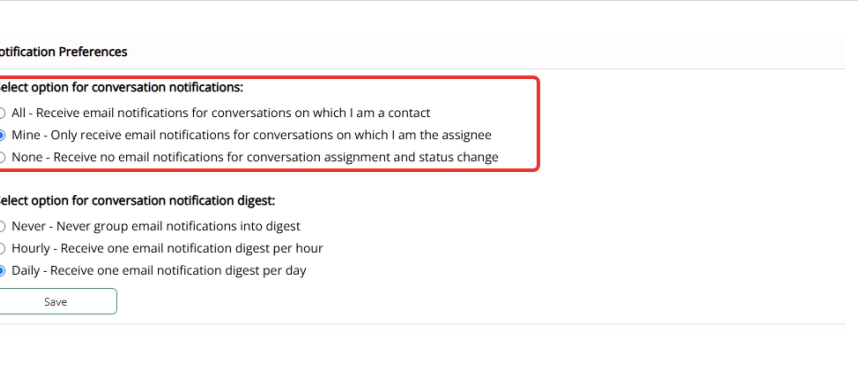
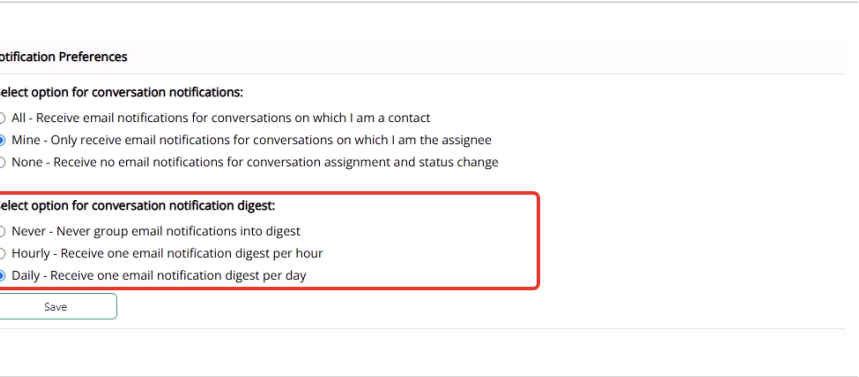
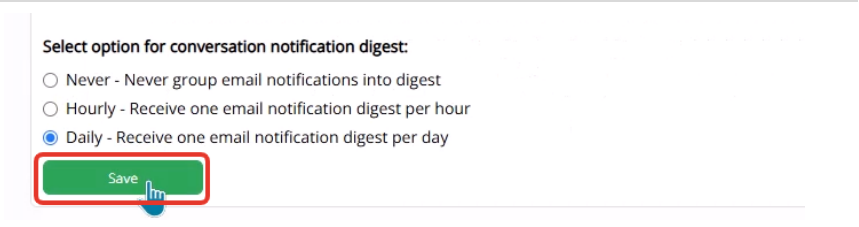


How to Change Notification Preferences within Alden ONE

Control which conversation emails you receive and how often they arrive. Takes about 30 seconds.

1	Open your profile menu Click your name / profile icon in the upper-right corner of any Alden ONE screen.	
2	Go to Account Settings Select Account Settings from the dropdown. The Account Settings tab opens.	
3	Choose which conversations notify you Under Notification Preferences , pick one: All – every conversation you are a contact on Mine – only conversations assigned to you None – no assignment or status-change emails	
4	Choose how often a notification digest email arrives Under conversation notification digest , pick one: Never – send each email as it happens Hourly – one summary email per hour Daily – one summary email per day	
5	Save your changes Click Save . Your new preferences apply to future notification emails.	

Tip: Too many emails? Choose **Mine + Daily** to get a single daily summary of only the conversations assigned to you.