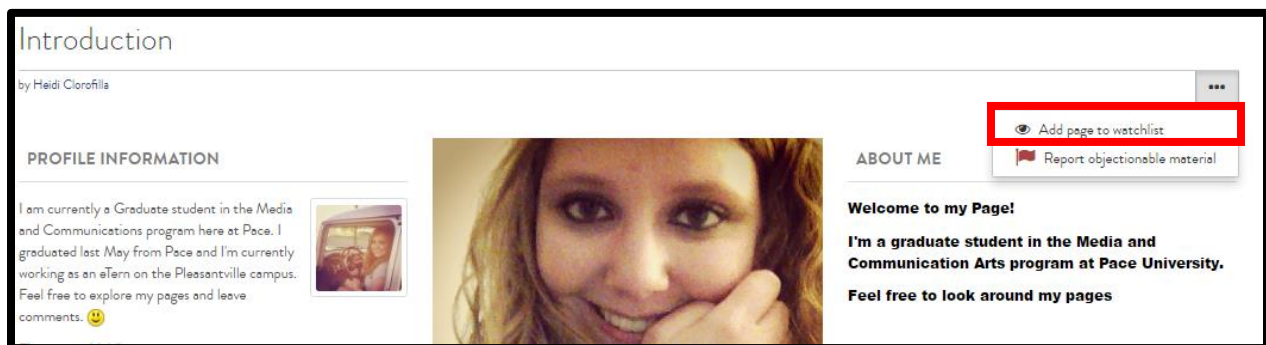


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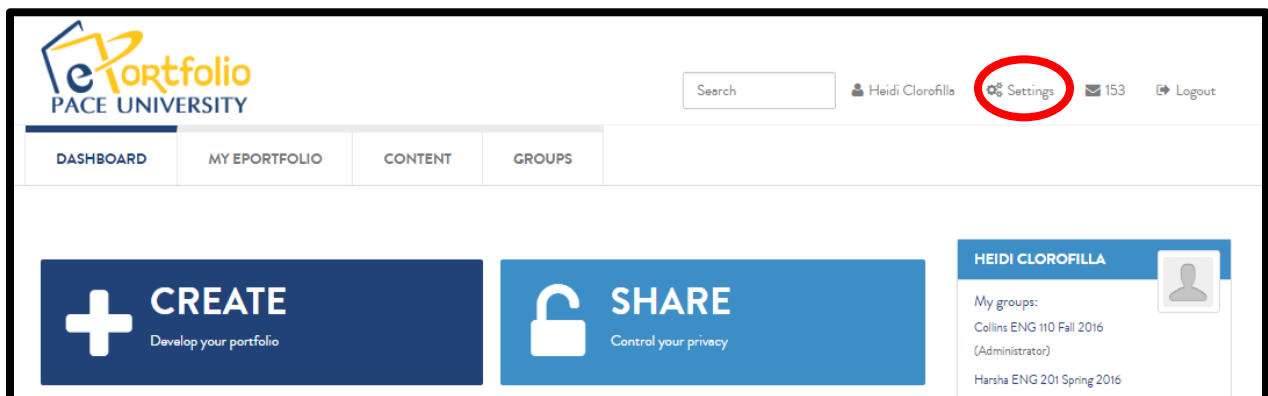
ADDING A PAGE TO YOUR WATCHLIST

This tutorial will show you how to receive notifications when a user updates one or more of their pages.

1. Navigate to the page that you wish to follow. At the top of the page, to the right of the page name are three dots. Click on this and select **Add Page to Watchlist** button. A verification message will pop up at the top of the page that will confirm that the page has been added to your watchlist.



2. You may wish to change the method by which you are notified. To do so, go back to your homepage and click **Settings** at the top right.



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3. Click **Notifications**.

The screenshot shows the 'Notifications' settings page. At the top, there are navigation tabs: DASHBOARD, MY EPORTFOLIO, CONTENT, and GROUPS. Below these is a sub-menu with 'Settings' and 'Notifications' (which is selected). The main heading is 'Notifications' with an information icon. A note states: 'If you select either of the email options, notifications will still arrive in your inbox, but they will be automatically marked as read.' Below this is a list of notification categories, each with a dropdown menu for delivery options and an information icon:

Notification Type	Delivery Option	Info Icon
Feedback	Inbox	Yes
Feedback on annotations	Inbox	Yes
Group message	Inbox	Yes
Institution message	Inbox	Yes
Message from other users	Inbox	Yes
New forum post	Inbox	Yes
New page access	Inbox	Yes
Objectionable content in forum	Inbox	Yes
System message	Inbox	Yes
Wall post	Email	Yes
Watchlist	Inbox	Yes

A red box highlights the 'Watchlist' row. At the bottom left of the settings area is a blue 'Save' button.

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- If you wish to receive an email every time activity occurs, select **Email**.
 - If you only want to receive a single email with a list of all activity that occurred in the last 24 hours, select **Email Digest**.
 - Select **Inbox** to have all notifications forward to your inbox on ePortfolio.
 - **None** will keep notifications out of both your email and ePortfolio inboxes.
4. If you want to remove a page from your watchlist go back to that user's page and click the **Remove page from watchlist** button on the top of the page.

