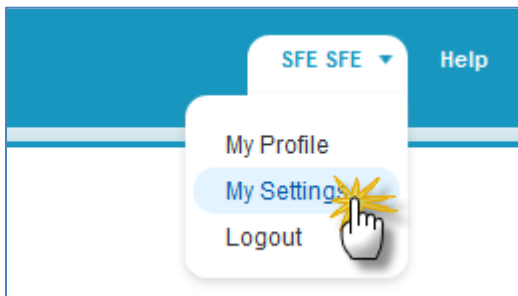


Chatter Email Management for Chatter Free Users

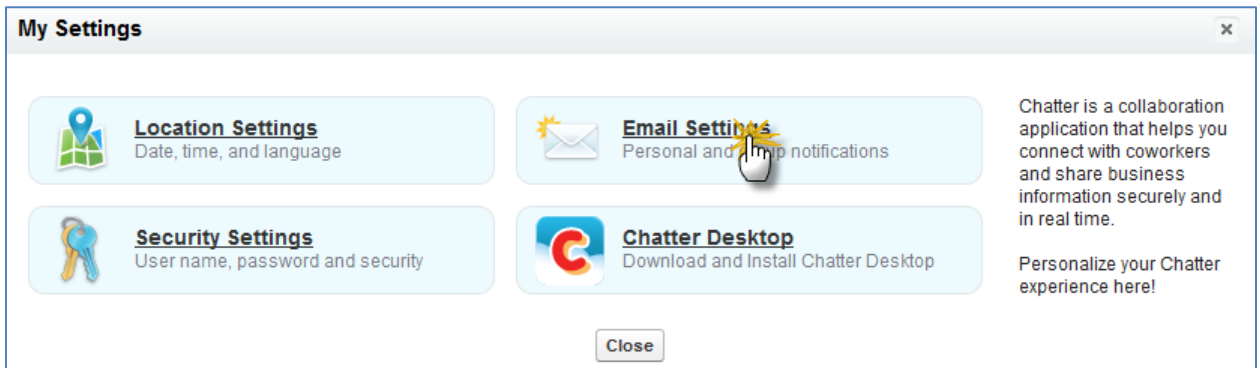
By default, you will receive “Chatter Digests” via email on a daily basis. You will also receive emails when someone ‘follows’ you, performs some activities on your posts, comments on your posts etc. After you have joined some groups, all changes to these groups will be emailed to you as well.

To stop the above, you would need to manage your Chatter email settings. This document provides step-by-step instructions on how to do so.

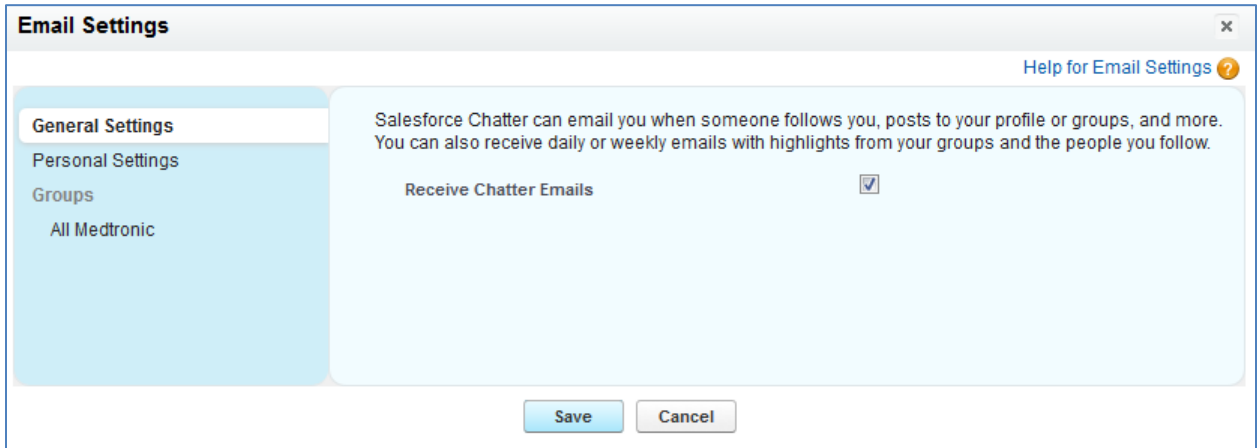
1. To enter the setup page, click on your name → “Setup”



2. In the pop-up box, click “Email Settings”



3. You will be presented with the Chatter email settings page with the following options:



Email Settings Help for Email Settings ?

General Settings

Personal Settings

Groups

All Medtronic

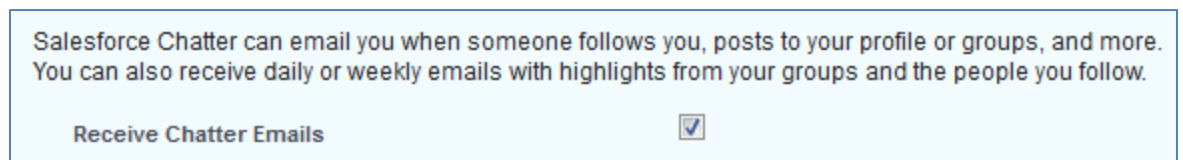
Salesforce Chatter can email you when someone follows you, posts to your profile or groups, and more. You can also receive daily or weekly emails with highlights from your groups and the people you follow.

Receive Chatter Emails

Save Cancel

a. **General**

Unchecking this box will stop ALL emails sent to you via Chatter. Recommended to keep this on and adjust the settings of other sections individually.

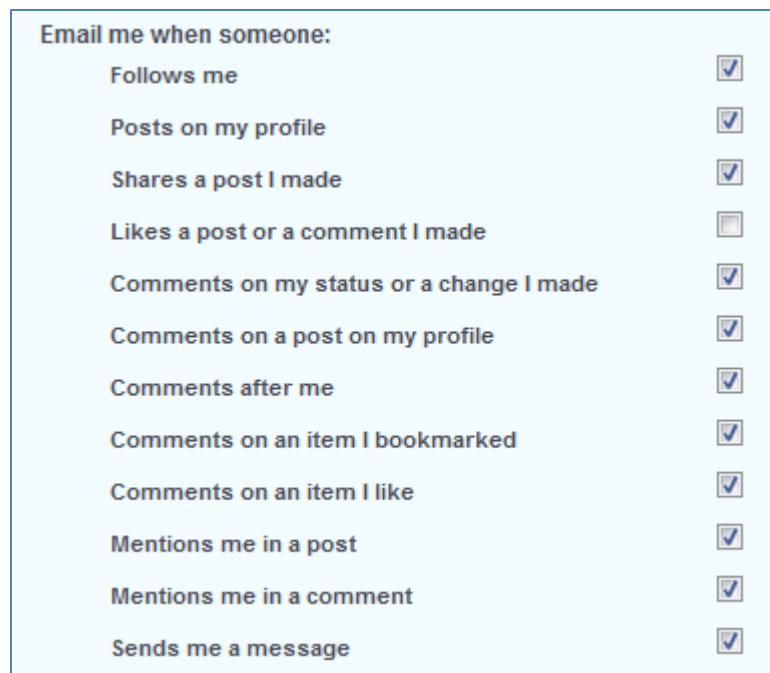


Salesforce Chatter can email you when someone follows you, posts to your profile or groups, and more. You can also receive daily or weekly emails with highlights from your groups and the people you follow.

Receive Chatter Emails

b. **Personal**

i. "Email me when someone": here you can decide what kind of action would trigger an email immediately sent to you.



Email me when someone:

- Follows me
- Posts on my profile
- Shares a post I made
- Likes a post or a comment I made
- Comments on my status or a change I made
- Comments on a post on my profile
- Comments after me
- Comments on an item I bookmarked
- Comments on an item I like
- Mentions me in a post
- Mentions me in a comment
- Sends me a message



- ii. “Set frequency for personal digest”: here you can decide to receive a daily or weekly digest of the emails, or never receive any emails base on the actions above.

Set frequency for personal digest:

Daily	<input checked="" type="radio"/>
Weekly	<input type="radio"/>
Never	<input type="radio"/>

c. Groups

- i. “Set default frequency for groups I join”: here you can set a default frequency of emails to be sent to you when you join a group.

Set default frequency for groups I join:

Email on each post	<input type="radio"/>
Daily digests	<input checked="" type="radio"/>
Weekly digests	<input type="radio"/>
Never	<input type="radio"/>

d. Settings for individual groups

On the left-hand column there will be a list of groups that you have joined. (There is only 1 group in the screenshot below.) Click on the group and select email notification settings for each group.



General Settings	All Medtronic
Personal Settings	Groups
Groups	Email on Each Post <input type="radio"/>
All Medtronic	Daily Digests <input checked="" type="radio"/>
	Weekly Digests <input type="radio"/>
	Never <input type="radio"/>

- 4. Click “save” when done.