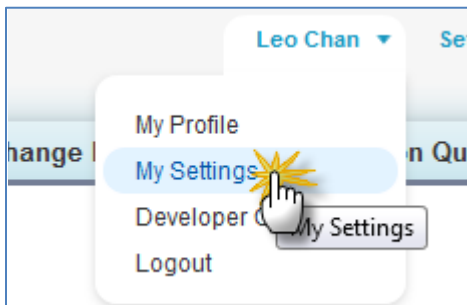


## Chatter Email Management

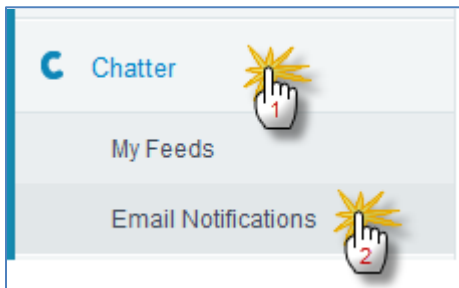
By default, you will receive “Chatter Digests” via email on a daily basis. You will also receive emails when someone ‘follows’ you, performs some activities on your posts, comments on your posts etc. After you have joined some groups, all changes to these groups will be emailed to you as well.

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 → “My Settings”



2. On the left-hand column click on “Chatter” and then "Email Notifications"



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

- 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.

General	
Receive Chatter emails	<input checked="" type="checkbox"/> 

- b. **Personal**



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

▼ **Personal**

**Email me when someone:**

<b>Follows</b>	
Follows me	<input checked="" type="checkbox"/>
<b>Posts or Likes</b>	
Posts on my profile	<input checked="" type="checkbox"/>
Shares a post I made	<input checked="" type="checkbox"/>
Likes a post or a comment I made	<input type="checkbox"/>
<b>Comments</b>	
Comments on my status or a change I made	<input checked="" type="checkbox"/>
Comments on a post on my profile	<input checked="" type="checkbox"/>
Comments after me	<input checked="" type="checkbox"/>
Comments on an item I bookmarked	<input checked="" type="checkbox"/>
Comments on an item I like	<input checked="" type="checkbox"/>
<b>Mentions or Messages</b>	
Mentions me in a post	<input checked="" type="checkbox"/>
Mentions me in a comment	<input checked="" type="checkbox"/>
Sends me a message	<input checked="" type="checkbox"/>

- 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:** i

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.

**▼ Groups**

**Set default frequency for groups I join:** i

Email on each post

Daily digests

Weekly digests

Never

- ii. Below this you will see a table of all the groups that you have joined. You can set the Chatter email frequency of each group individually here.

Chatter Group	Email on Each Post <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">i</span>	Daily Digests <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">i</span>	Weekly Digests <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">i</span>	Never
All Medtronic	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chatter Deployment Planning	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chatter Questions and Support	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Neuro Austria	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prague Kickoff Planning Group	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
SFDC Support Group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
XBU SFE S&S Team	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 4. Click "save" when done.

