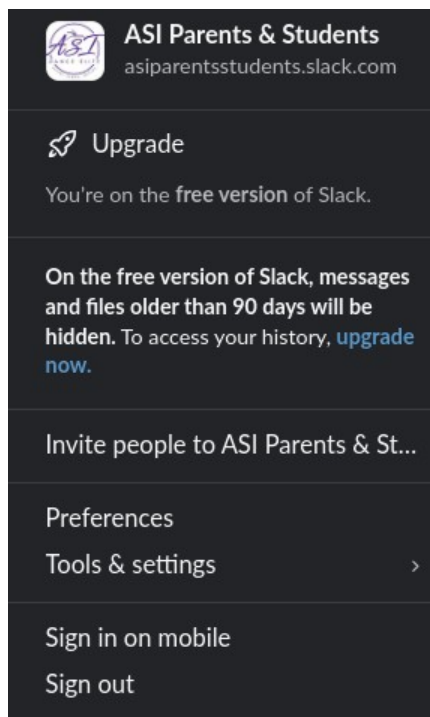
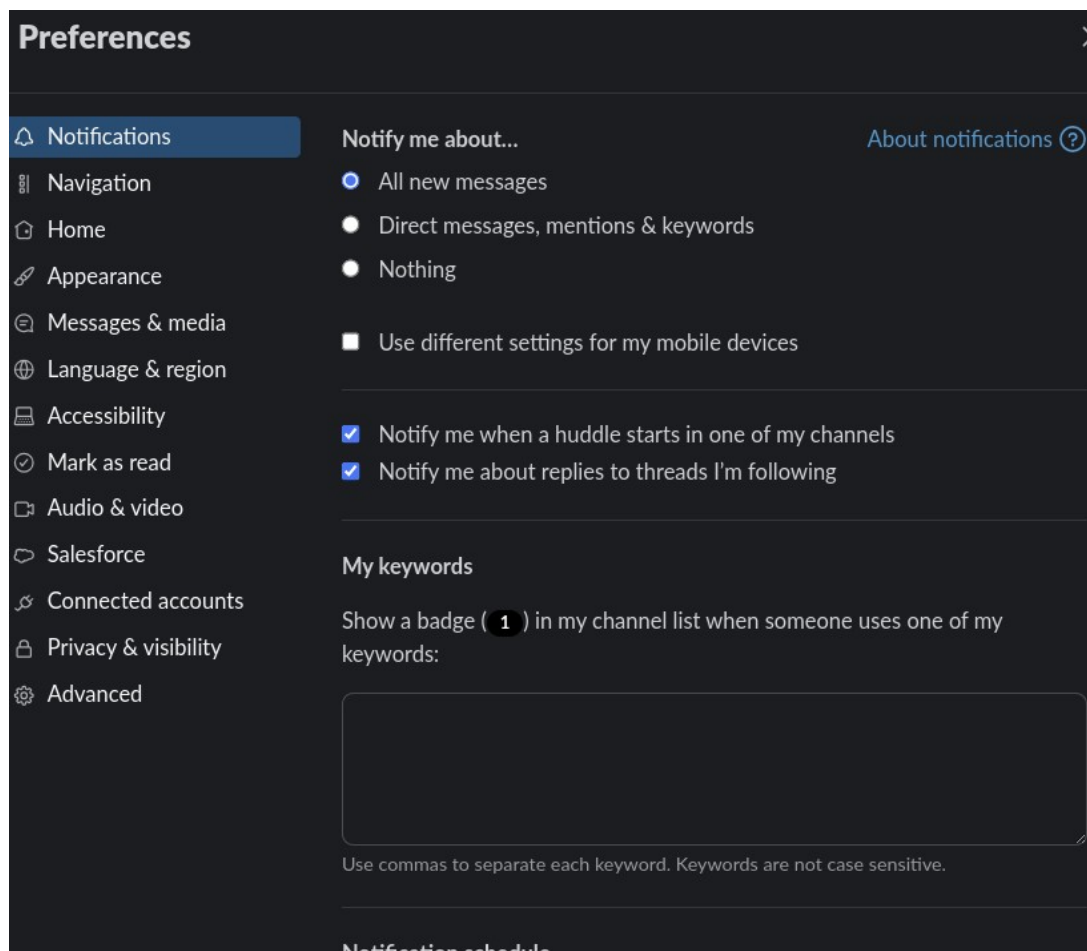


In the slack desktop app, click the dropdown for the workspace (near top left corner)



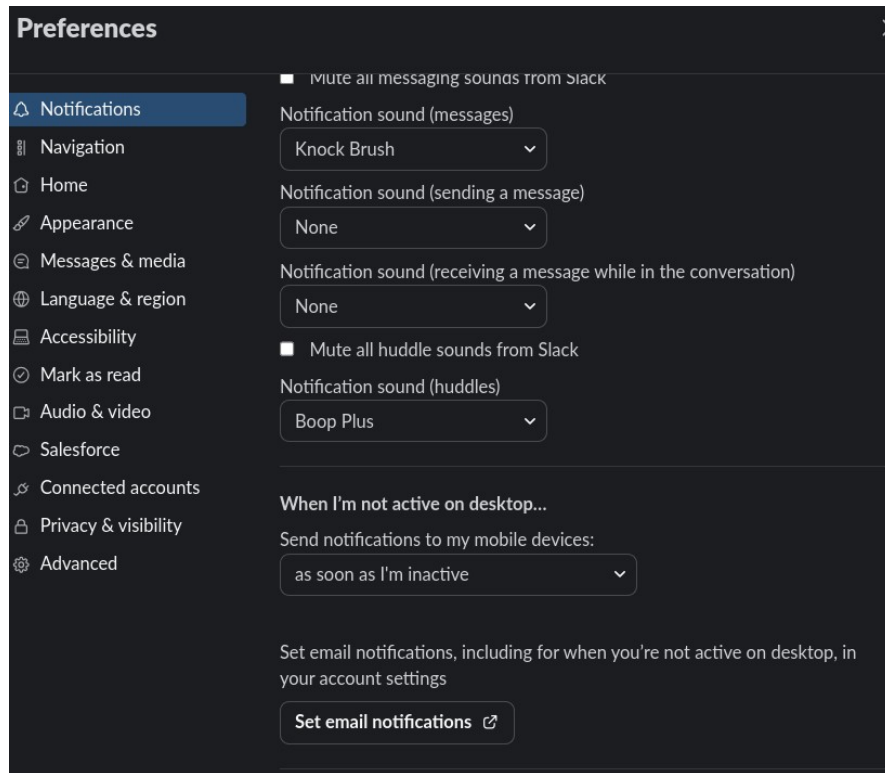
← click preferences



← ensure this is set to your preference

← enter any additional keywords as necessary (i.e. update, nationals, convention, ...)

scroll to the bottom of the preferences page



← click this button. It will open your web browser

in the web browser, you'll see a page like this:

Email Preferences

These are emails sent from Slack to help keep you update to date on activity you may have missed or updates you might be interested in.

Email Notifications

If I'm away and someone directly messages or mentions me, forward it to my email...

- ☐ within 15 minutes
- ☐ within an hour
- ☒ never (you may miss messages and mentions when you're away from Slack)
 - ☒ except if I've been away from Slack for more than a week and missed a message or mention

News & Updates

From time to time, we'd like to send you emails with interesting news about Slack and your workspace

- ☐ Updates for Admins
- ☐ Slack Tips and Tricks
- ☐ Offers and Promotions
- ☐ Research Opportunities
- ☐ Slack Developer Newsletter: Best practices for connecting your work to Slack via our platform
- ☐ Slack Platform Changelog: Stay in the know when we make updates to our APIs

← update this to your preference. If you prefer emails, I recommend updating it to the `within 15 minute` option

Mobile Push Notifications

Notify me about...

All new messages

Sound:

Ding

Preview

- ☒ If I'm away from Slack for more than 2 weeks, notify me with a summary of activity

I recommend having the mobile slack app installed. While you're on the above web page, I recommend updating this setting