



Adobe Workfront

Manage your notifications

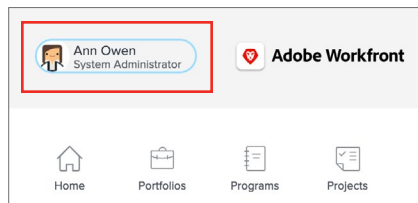
Email is a part of modern work ... there's no way we can get around it. Prevent your inbox from becoming overwhelmed by managing your Workfront notifications. Get the information about assignments that helps you complete your work.

TARGETED LEARNING GUIDE

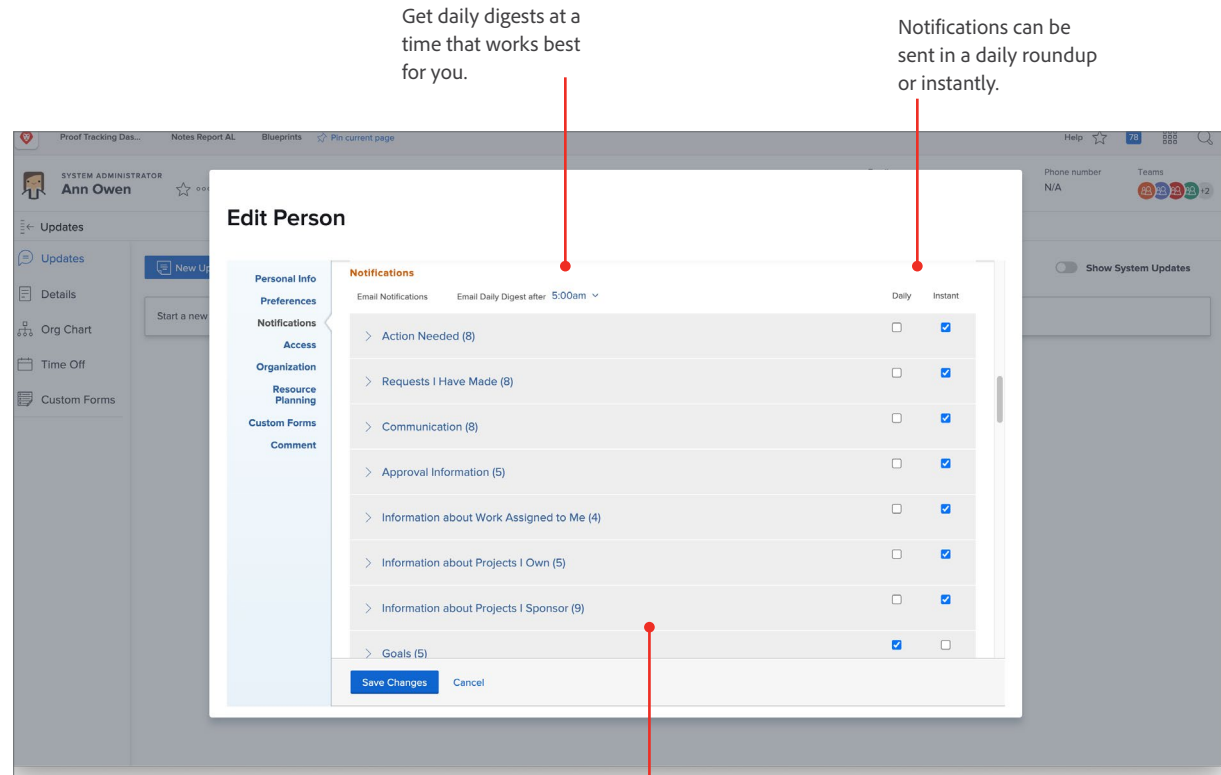
Email that's useful.

Many actions in Adobe Workfront can send both an in-app notification and an email. Control the flow of information to your inbox by editing your email notification settings in Workfront.

OPEN YOUR PERSONAL SETTINGS



1. Select your username at the top of the Main Menu.
2. Then select the Edit option from the 3-dot menu at the top of your user page.
3. Scroll to the notifications section.



Get daily digests at a time that works best for you.

Notifications can be sent in a daily roundup or instantly.

Email notifications are grouped by what kind of information they convey. For example, the Action Needed notifications tell you when you've been requested to do something in Workfront.

Set to your liking.

Choose the notifications you need to keep on top of your daily work. And select if you'd like to receive emails about a specific topic in a once-daily digest or instantly.

SET NOTIFICATION FREQUENCY

1. Expand each section.
2. Check Daily, Instant, or both for how frequently you want to get each notification.
3. Select a time for daily roundups to be sent. Each roundup is sent separately.
4. Click Save Changes when you're done.

Edit Person

Personal Info

Preferences

Notifications

Access

Organization

Resource Planning

Custom Forms

Comment

Notifications

Email Notifications Email Daily Digest after 5:00am ▾ Daily Instant

▼ Action Needed (8)

Edited

✓

Email Me When... Daily Instant

I get a new work request

Edited

✓

✓

I need to approve a document

✓

I need to review a project approval I've been delegated

✓

I need to review a task approval I've been delegated

✓

I need to review an issue approval I've been delegated

✓

My team gets a new work request

✓

Someone requests access from me

✓

Someone requests me to upload a document

✓

Save Changes

Cancel

NOTIFICATION RECOMMENDATIONS

The notification options you see are based on what your system administrator activated at the system level. You may not see all of the notifications listed below.

Here are some Adobe Workfront notifications you should make sure you're getting.

- **Action Needed**—I get a new work request.
- **Information about Projects I Own**—A project I own gets behind.
- **Communication**—Someone tags me in a direct update.
- **Information about Work Assigned to Me**—The due date changes on a task I'm assigned to.
- **Information about Projects I Own**—I'm set as the owner of a new project.
- **Requests I Have Made**—I submit a request (confirmation).



© 2022 Adobe. All rights reserved.

Adobe and the Adobe logo are either registered trademarks or trademarks of Adobe in the United States and/or other countries.