

quick reference guide

3A: Changing Notification Preferences



Goal:

Learn how to turn off the email notifications that you receive when you process carts for others.

Why? You may receive more email notifications than you prefer.

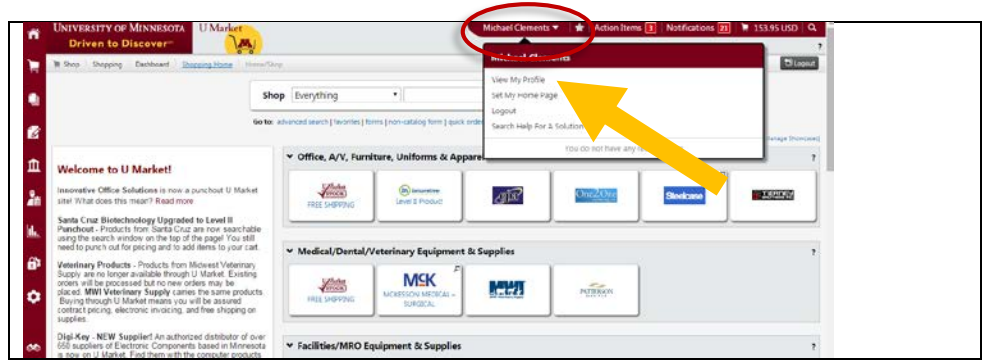
Steps:

1

Log into U Market.

Select **<Your Name>** in the top right corner.

Select: **View My Profile** from the drop-down list.

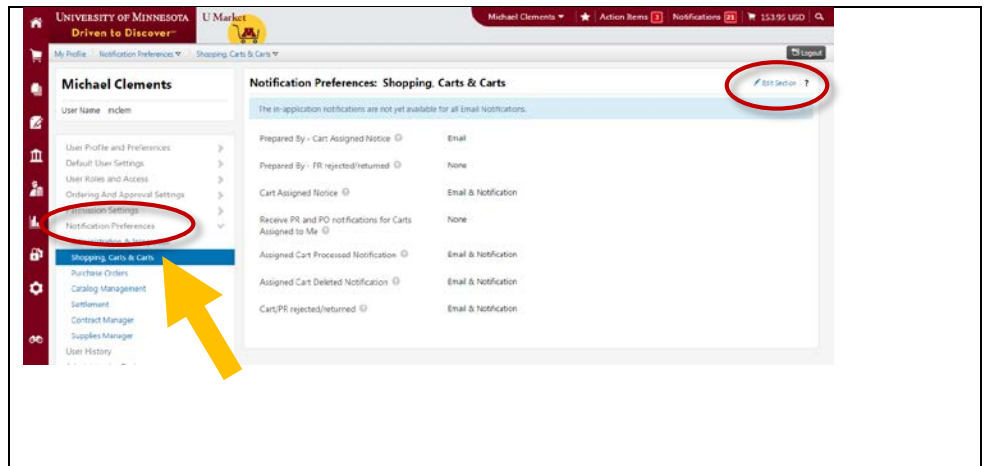


2

On the left side of the screen, select **Notification Preferences**.

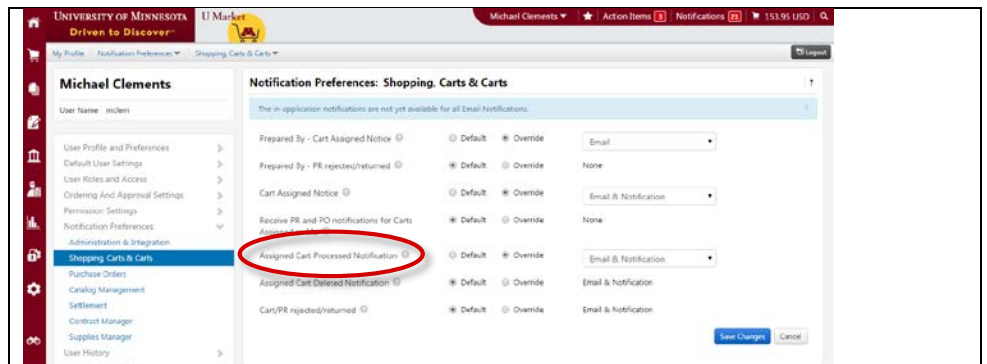
Select: **Shopping Carts & Carts**

In the top right corner of the section, select **Edit Section**.

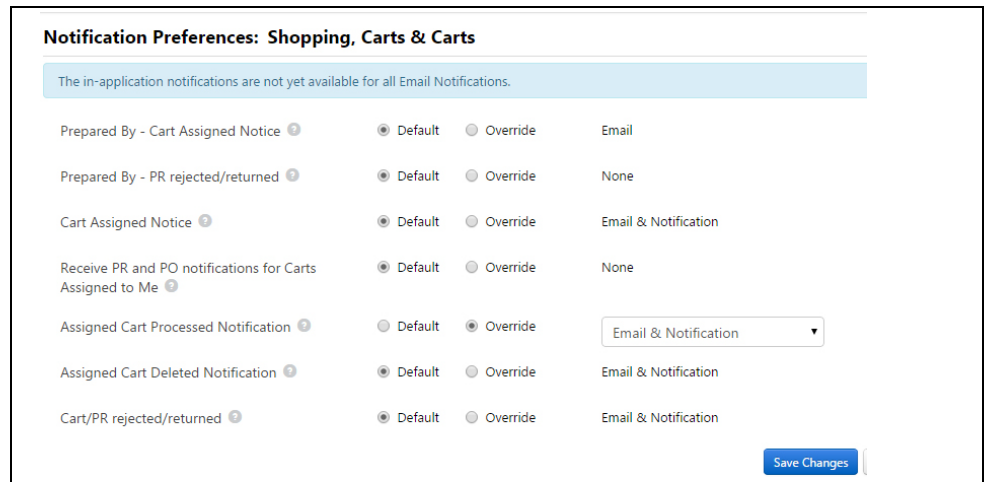


3

Look for the line that reads **Assigned Cart Processed Notification**.



4 In the third column of the same line, choose the **Override** button.



5 In the far right column of the same line, select the drop down menu by clicking the arrow on the right side of the box.

Choose **None**.

Click **Save Changes** at the bottom right corner of the section.

