


<b>HOW DO I ...</b> Turn off my Notifications?	<b>ABOUT THIS TASK:</b> Describes how to turnoff Workday notifications being sent to your primary email address and/or mobile phone.
<b>AUDIENCE:</b> All UBC employees using Workday.	<b>DETAILED JOB AID:</b> N/A

**Note:** All values in screenshots are examples only and may not refer to actual data in Workday.

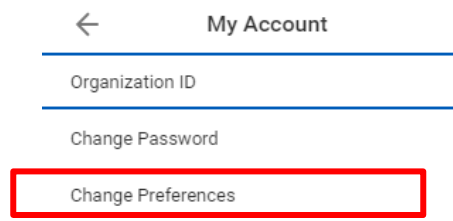
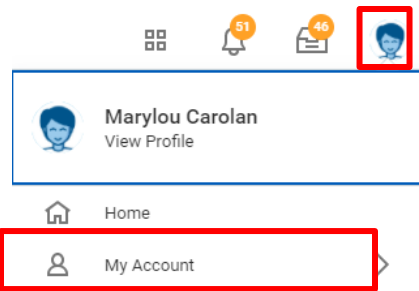
1. On Workday's **homepage**, top righthand corner *click* your profile photo.

**TIP:** If a custom profile picture has not been set, the profile picture will default to a

cloud icon. 

2. *Click My Account.*

3. *Click Change Preferences.*



4. On the **Change Preferences** page, *scroll down to Channel.*

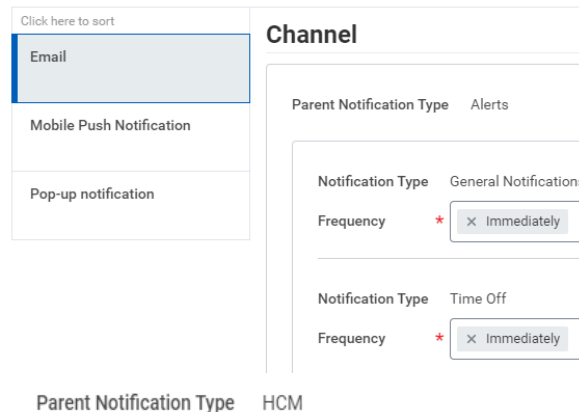
5. *Select Email.*

6. In the **Channel** column, *select the Notification Type* (e.g., General Notifications).

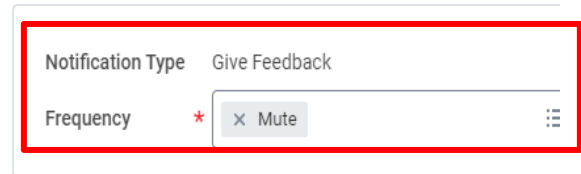
7. From the **Frequency** drop-down box *select Mute.*

8. *Select the Mobile Push Notifications tab and repeat Steps 6 and 7.*

**TIP:** The **Pop-up notification** is not used.



Parent Notification Type HCM



9. *Click OK.*



10. *Click Done.*

