



External Supply

Collaborate360

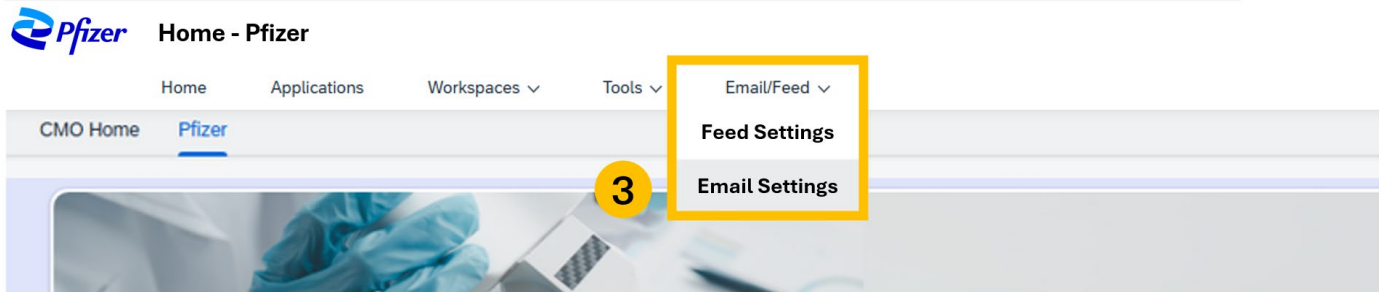
Instructions for Use: Setting Up Your Notifications in Collaborate360

Collaborate360 sends email notifications to help you stay informed about updates, comments, and activities happening in your Workspace. This user guide provides the steps to choose which notifications you receive and how often you receive them.

Use the steps below to choose how and when you receive email notifications for activity in Collaborate360.

Steps

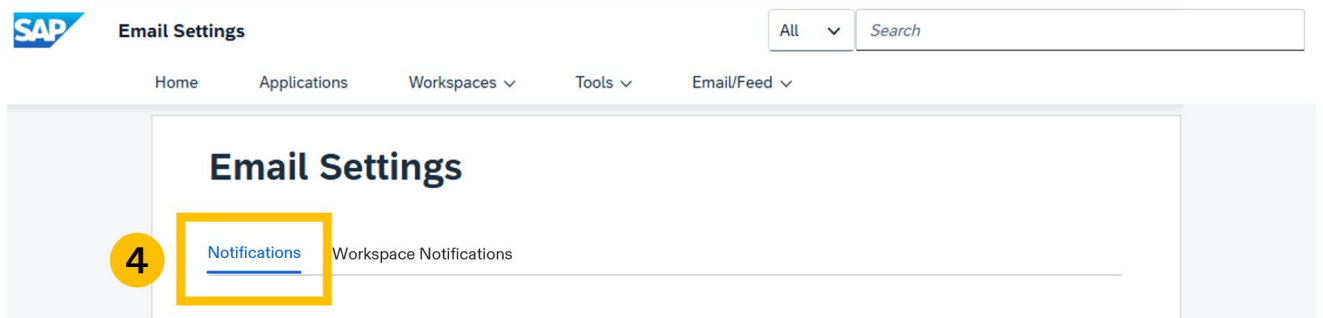
1. Go to [Collaborate360](#) and sign in using your Pfizer Single Sign-On credentials.
2. From the landing page, select the **Workspace** where you want to manage your notifications.
3. In the top menu bar, select **Email/Feed and** choose **Email Settings** from drop-down menu.



Screenshot: Collaborate360 Landing

page

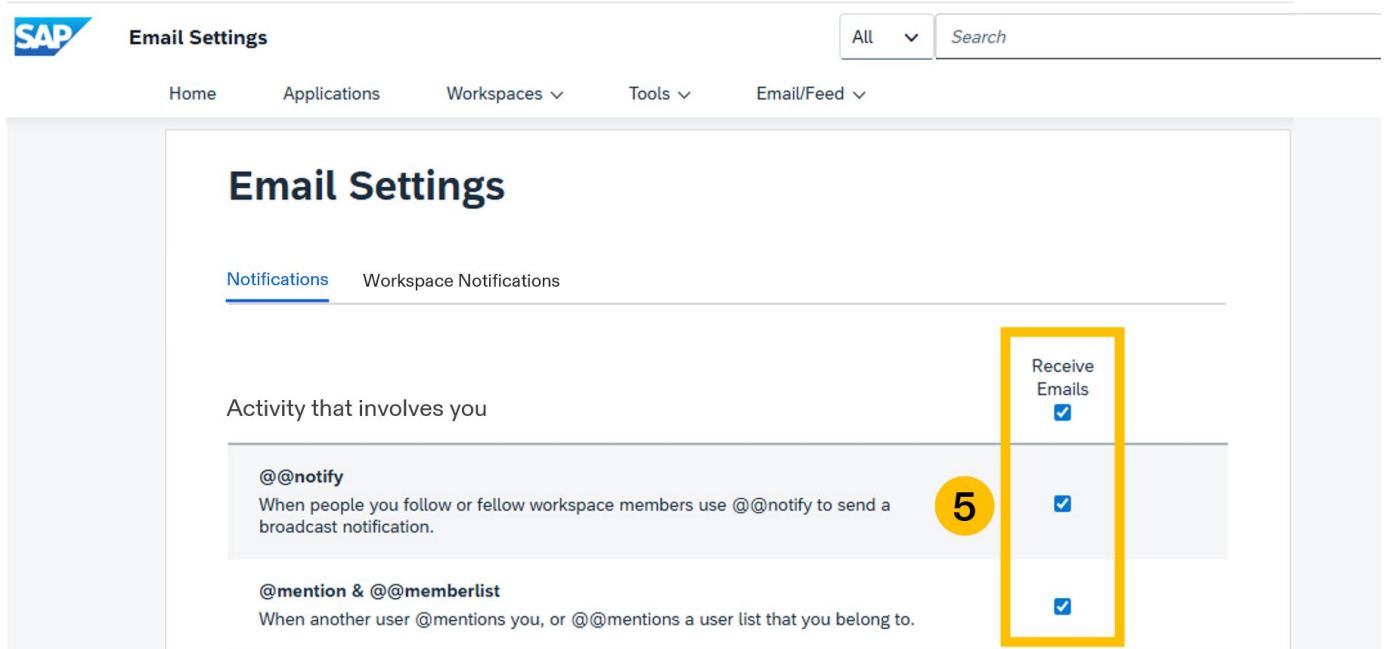
4. In Email Settings, select the **Notifications** tab.



Screenshot: Email Settings menu with Notifications tab selected

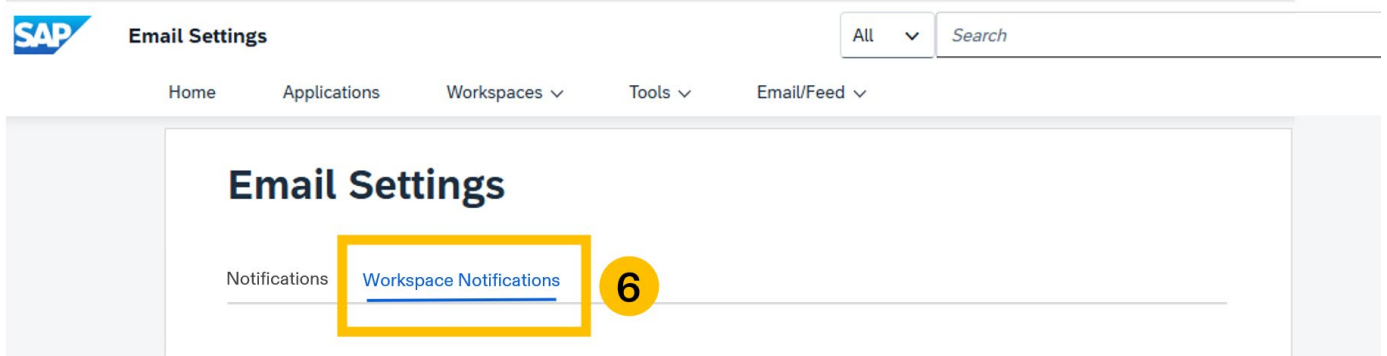
5. From Notifications tab, under **Activity that involves you**, choose which actions you want to receive email notifications for.

- It is recommended that you enable the following:
 - **Task updates**
 - **Comments & mentions**
 - **Workspace activity**



Screenshot: Notifications tab actions

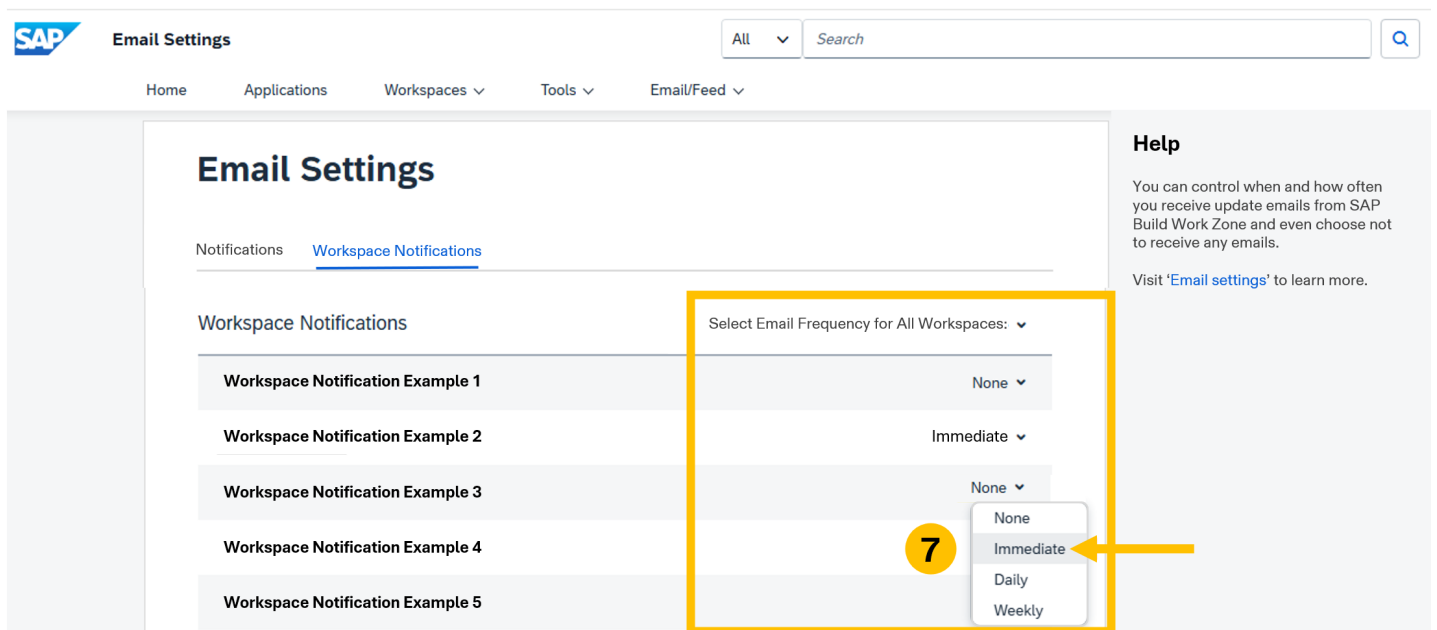
6. While in Email Settings, select the **Workspace Notifications** tab.



Screenshot: Email Settings menu with Workspace Notifications tab selected

7. For each type of Workspace Notification, choose how often you want to receive emails using the drop-down menu.

- **None** – You will not receive any email notifications
- **Immediate** – You will receive an email right away
- **Daily** – You will receive one daily summary
- **Weekly** – You will receive one weekly summary



Screenshot: Workspace Notifications tab actions

Your changes are automatically saved. You can return to this screen at any time to adjust your preferences.