

# Managing Notifications Best Practices

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Notifications are Box's way of communicating important events in folders you own or are collaborating in so you are never taken by surprise. There are many ways to customize the amount of emails you receive. It is recommended you experiment until you find the perfect amount to keep you up to date without getting overwhelmed.

## General Notification Settings

You can modify your account-wide default notification settings in your User Settings – click on the gear menu and select the Notifications tab.

Box breaks down notifications settings into two categories – one for folders you own and the other for folders you have joined as a collaborator. You can opt to receive an email for one or more of the five actions: downloads, uploads, comments, previews, and deletes. You can always adjust these settings if your preference changes.

## Daily Digest and Newsletter

Box can also send you a daily digest email of overall account activity – essentially, a condensed version of all activity in folders you own and have joined from the past 24 hours. It is enabled by default, but you can choose to disable this feature.

You may also opt to receive a newsletter detailing new Box features. Both of these tools are great ways to stay connected to your content and collaborators while controlling inbox clutter.

## Folder-Level Notification Settings

Box lets you customize on a per-folder basis. Click the drop-down arrow next to the folder in question and select “Folder Properties>Email Options.” Next, choose to Customize This Folder and make your notification selections. Click okay when you are finished.

## Other Notifications

Another source of notifications comes from Tasks and Comments. If you are assigned a Task in Box or are mentioned in a Comment (someone must type @yourname), you will also receive an email from Box so you can stay in the loop.

Learn more at <http://success.box.com/best-practices/managing-notifications/>