European
Commission

# EPALE

## How to activate notifications on EPALE



Erasmus+

## Using the Profile Notifications Tab

One of the most important tools in EPALE is found within your user profile. This is the Notifications tab at the top of your user profile page.

Currently, we recommend that you set your notification settings carefully.

Firstly, you can choose the Delivery of notifications (Yes/No).

Then you can tailor the deeper settings to your needs. We recommend that you tick:

- 'Auto-subscribe to new content'
- 'Auto-subscribe to comments'
- 'Notify poster of own posts'
- 'Send a notification when an item receives a comment or reply'

These will allow you to see any engagement with your posts and comments and gives you the best chance to build a conversation.

Unfortunately, as these settings are not set automatically, you must make all the changes manually and remember to save the changes on each tab.

## Adding Topics to Notifications

You can subscribe to notifications for content related to certain categories of keywords and tags.

This may prove to be a great way to stay up to date with your groups. By searching for keywords similar to your interests, you may come across information that your group may be interested in.

## Adding Groups to Notifications

You can subscribe to notifications for your groups on this page. You can also manage whether you receive any notifications for new comments by ensuring all the necessary boxes are ticked.



## Further Support

Should you need any further information or guidance on how to make the most out of the notification features, please contact the helpdesk team:

**helpdesk@epale-support.eu**

For more information, please visit the website:
**ec.europa.eu/EPALE**
or contact us at:
**helpdesk@epale-support.eu**

**@EPALE_EU**

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