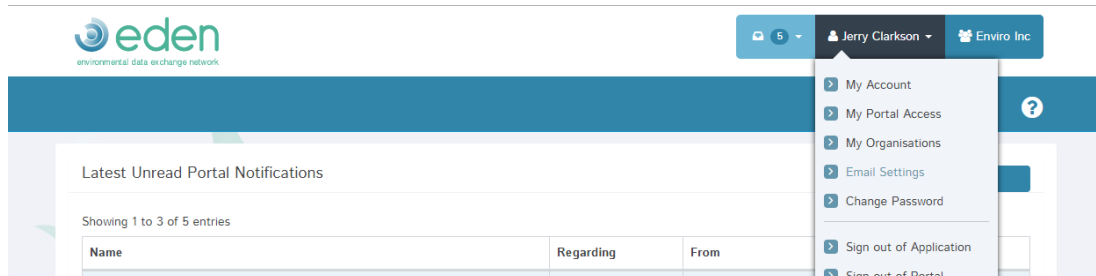


## How to Change Email Notification Settings

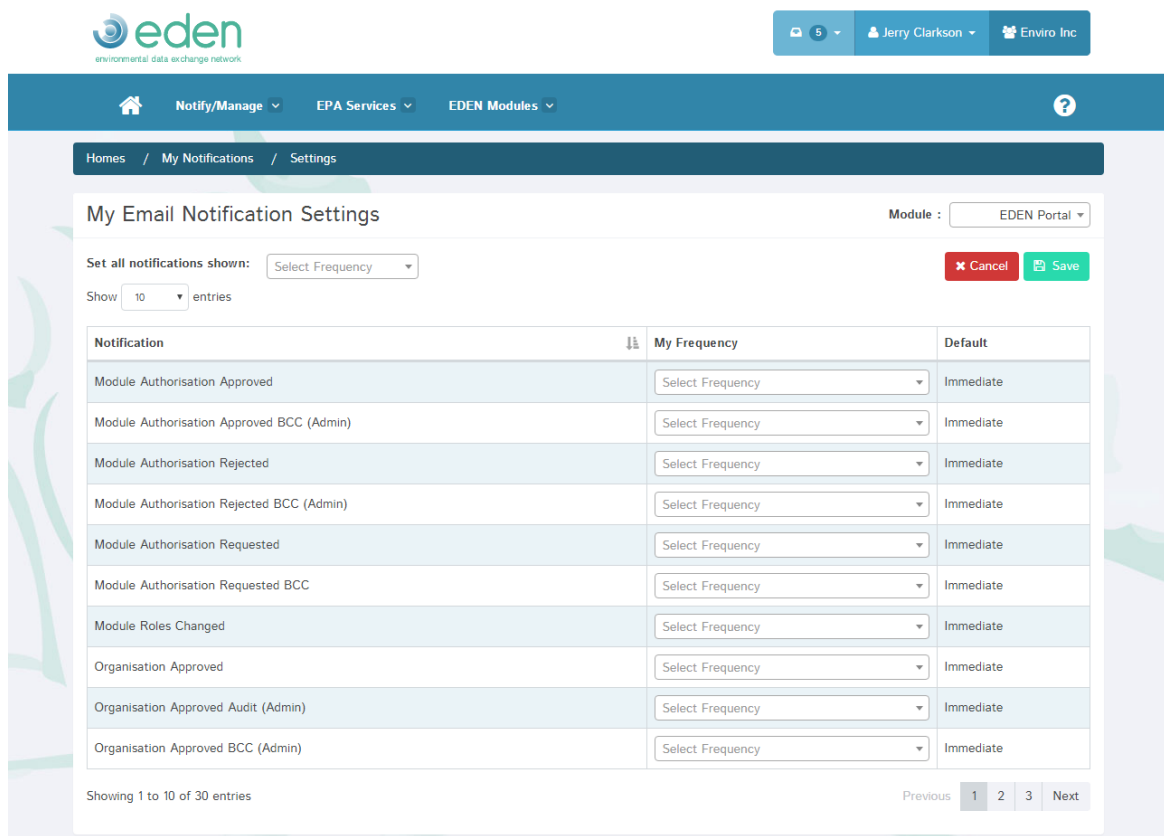
Log in to EDEN <https://www.edenireland.ie> with your normal username and password

On the home page, select Email Settings from the menu available as shown below



This will take you to the My Email Notification Settings page where you can

- View your current and default email notification settings
- Change the email notification setting for individual notifications
- Change the email notification setting for notifications displayed on the page



To change individual notification settings:

- Select the desired delivery frequency for each notification
- Click Save

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Notify/Manage EPA Services EDEN Modules

Homes / My Notifications / Settings

My Email Notification Settings Module : EDEN Portal

Set all notifications shown: Select Frequency Cancel Save

Show 10 entries

Notification	My Frequency	Default
Organisation Membership Request Approved	Select Frequency	Immediate
Organisation Membership Request Approved Audit (Admin)	Immediate	Hourly
Organisation Membership Request Approved BCC (Admin)	Immediate	Hourly
Organisation Membership Request Audit	Select Frequency	Hourly
Organisation Membership Request Rejected	Select Frequency	Immediate
Organisation Membership Request Rejected Audit (Admin)	Select Frequency	Hourly
Organisation Membership Request Rejected BCC (Admin)	Select Frequency	Hourly
Organisation Membership Request to Approve/Reject (Admin)	Select Frequency	Immediate
Organisation Membership Revoked	Select Frequency	Immediate
Organisation Membership Revoked Audit (Admin)	Select Frequency	Hourly

Showing 11 to 20 of 30 entries Previous 1 2 3 Next

A message indicating the notifications were successfully saved will be displayed.

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Notify/Manage EPA Services EDEN Modules

Homes / My Notifications / Settings

My Email Notification Settings Module : EDEN Portal

Set all notifications shown: Select Frequency Cancel Save

Show 10 entries

Notification	My Frequency	Default
Organisation Membership Request Approved	Select Frequency	Immediate
Organisation Membership Request Approved Audit (Admin)	Immediate	Hourly
Organisation Membership Request Approved BCC (Admin)	Immediate	Hourly
Organisation Membership Request Audit	Select Frequency	Hourly
Organisation Membership Request Rejected	Select Frequency	Immediate
Organisation Membership Request Rejected Audit (Admin)	Select Frequency	Hourly
Organisation Membership Request Rejected BCC (Admin)	Select Frequency	Hourly
Organisation Membership Request to Approve/Reject (Admin)	Select Frequency	Immediate
Organisation Membership Revoked	Select Frequency	Immediate
Organisation Membership Revoked Audit (Admin)	Select Frequency	Hourly

To change all notification settings shown on the page:

- Select the desired delivery frequency in the 'Set all notifications shown' dropdown box
- Click Save

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Home / My Notifications / Settings

Module : EDEN Portal

Set all notifications shown: Select Frequency

Show 10 entries

Notification	My Frequency	Default
Organisation Membership Request	Select Frequency	Immediate
Organisation Membership Request (Admin)	Immediate	Hourly
Organisation Membership Request (Admin)	Immediate	Hourly
Organisation Membership Request Audit	Select Frequency	Hourly
Organisation Membership Request Rejected	Select Frequency	Immediate
Organisation Membership Request Rejected Audit (Admin)	Select Frequency	Hourly
Organisation Membership Request Rejected BCC (Admin)	Select Frequency	Hourly
Organisation Membership Request to Approve/Reject (Admin)	Select Frequency	Immediate
Organisation Membership Revoked	Select Frequency	Immediate
Organisation Membership Revoked Audit (Admin)	Select Frequency	Hourly

Showing 11 to 20 of 30 entries

Previous 1 2 3 Next

**Note:**

Notifications with (Admin) appended indicate the notification is received by organisation or module administrators, e.g. Organisation Membership Request Approved Audit (Admin)

An Audit notification is sent to a user (generally an organisation or module administrator) confirming they have performed an action, e.g. approved an organisation user

A BCC notification is sent to other users (other organisation or module administrators in the organisation) confirming another user has performed an action, e.g. approved an organisation user