

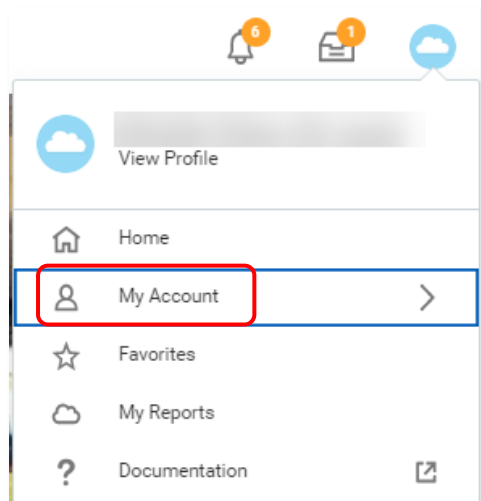
Workday has the option for you to change your Workday settings so that you can receive your Workday Inbox actionable tasks as emails in your Flinders Outlook.

To enable this complete the following steps:

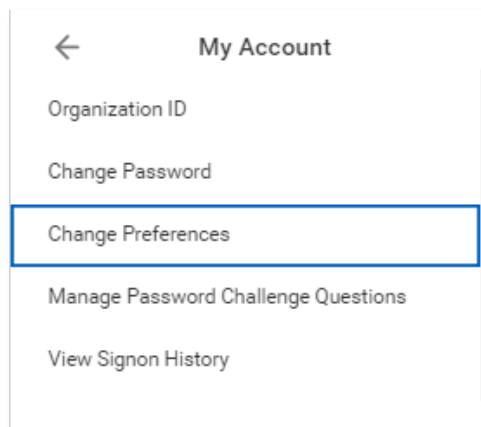
1. Navigate to your Profile.



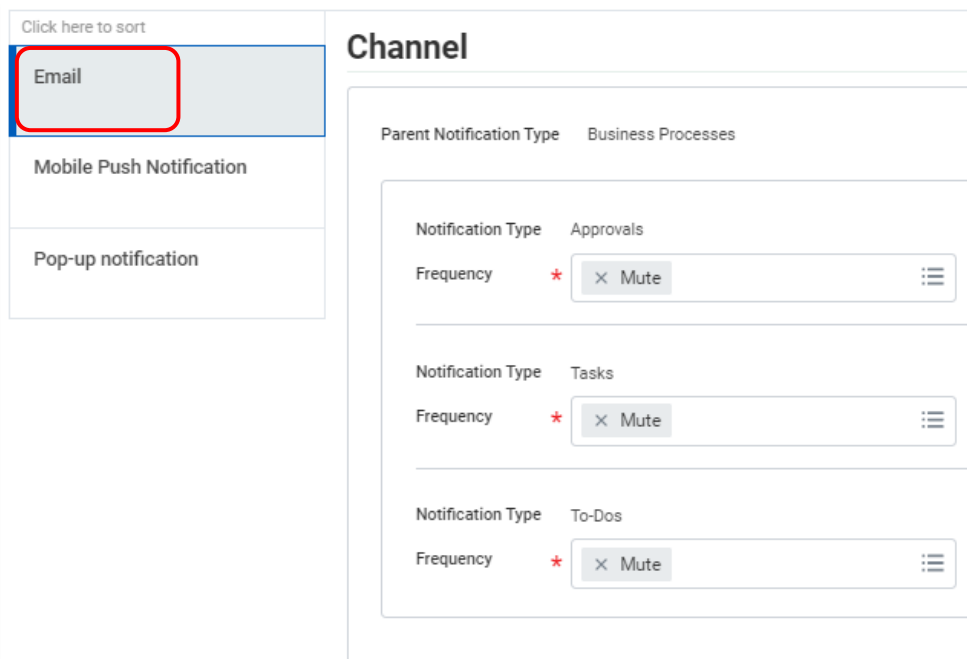
2. Select *My Account*



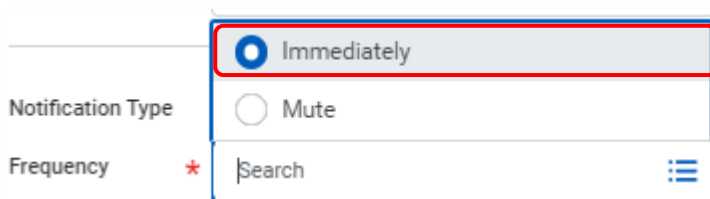
3. Select *Change Preferences*



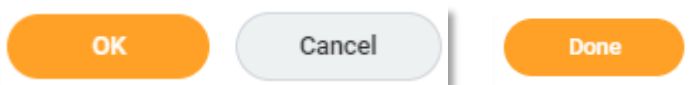
4. Scroll down to the bottom of the *Change Preferences* screen until you reach *Channel*.



5. Under *Email* change your *Notification Type* for either Approvals, Tasks or To-Do's under *Frequency* to *Immediately*.



6. Click *OK* and *Done*.



When new tasks, approvals or items requiring your action, you will receive an in-box item or notification in your Workday inbox, and an email will also be sent to your Flinders email address titled: *Workday Notification*.