

Starfish Email Settings

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Can I opt-in or opt-out of emails sent to me by Starfish?

Yes. Starfish allows you to select which emails you want to receive and when you want to receive them. To opt in or out of an email:

1. Navigate to **Profile > Email Notifications**.
2. Check or uncheck the email notification options to select emails you want to receive.
3. **Save** your changes.

The available email options for your calendar (Starfish CONNECT only) are:

- **Planning Reminders:** You can choose to receive a Planning Reminder email each time an appointment is created, one email per day with all of your appointments in it (summary email) or no emails at all. If you prefer to receive a summary email you can also choose when it will be sent to you.
- **Appointment Alerts:** You can choose to receive an email alert any time your appointments or office hours are changed. If you want to receive calendar items for appointments, group sessions and/or office hours to add to your external calendar, such as Outlook or Google Calendar, these are the options you should select.

Appointments Notifications

Planning Reminders send me a separate email reminder for each appointment
 send one email reminder with all appointments
 don't send me an email reminder

Send Planning Reminders: 2:00 PM the day of the appointments

Appointment Alerts: Send me an email minutes before the start of an appointment

Send me an email with a calendar attachment for every:

change to my appointments change to my office hours/group sessions

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