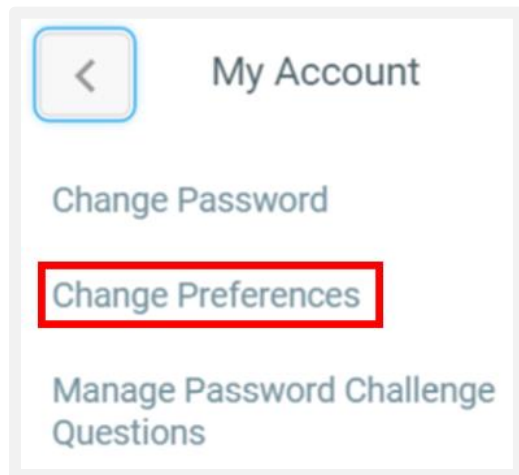## Set Up Account Preferences

Depending on how your organization configures Workday, you can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.
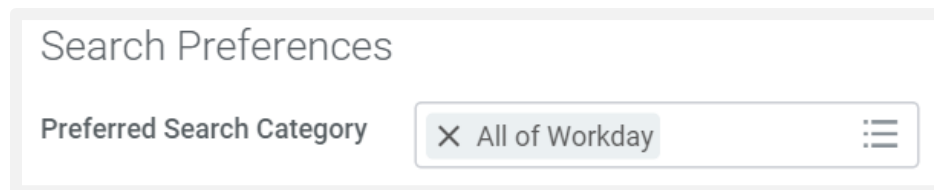
From the Home page:

1. Click your **Profile Icon**
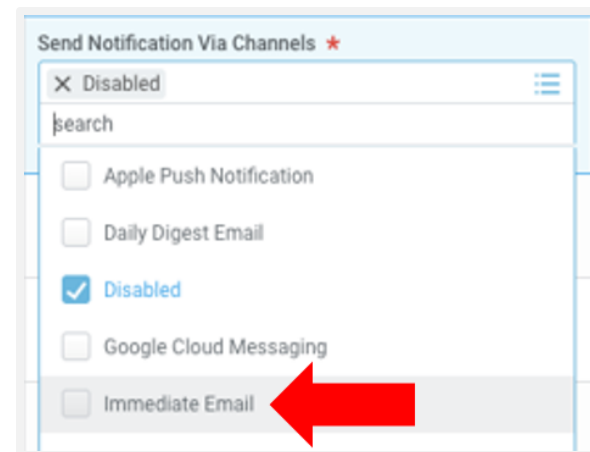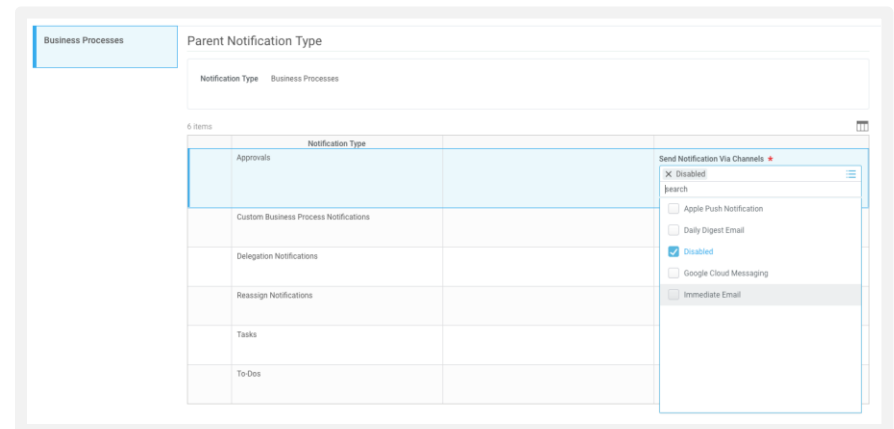
2. Click **My Account** > **Change Preferences.**

3. It is recommended that frequent users of Workday select **All of Workday** as the Preferred Search Category.

4. Scroll down to the bottom of the page to display the Business Processes and Notifications sections. You will want to change the setting from Disabled to **Immediate Email**.

If you are flooded with many Outlook emails and notifications from Workday, then you can change the frequency of these alerts and emails by selecting **Daily Digest Email** instead of Immediate Email.

5. Click **OK** > **Done**.