Manage Email or Mobile Notifications for Workday

**Topic/Function:** Manage what gets sent to your Outlook email and mobile devices from Workday

**Audience:** All employees

**Description:**
A configuration change was made that will allow you to manage how you receive notifications outside of Workday. Workday automatically sends tasks and approvals assigned to you to your Workday Inbox as well as FYI notifications to your Workday Notifications folder. You now have the option of sending alerts to your Outlook email and/or mobile device for Inbox items and notifications.

Workday gives you four options for setting up notifications outside of Workday:

- Daily Digest Email – notification sent in one daily email
- Immediate Email – notifications sent to email upon receipt
- Apple Push Notification Service – notifications sent to iPad and iPhone devices
- Google Cloud Messaging Service – notifications sent to Android devices

You can further customize notifications received outside of Workday by process type. For example, you can choose to receive a Daily Digest of General Notifications and immediate emails for Approvals.

The most common areas you may want to set outside notifications are:

- Alerts
  - General Notifications – anything sent to your Workday Notification folder
- Business Processes
  - Approvals – when your approval is required for a Workday business process
  - Tasks – actions assigned to you as part of a Workday business process
  - To Do – instructions on actions required outside the system

For more information on how to manage notifications, go to the Manage Email Notifications job aid located in the NSHE Workday Training Worklet on your Workday home page.

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If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.