

Types of Social Notifications

There are two types of Social notifications.

Notify me:

Daily Digest
On Every Post
Daily Digest
Weekly Digest
None



Group Notifications

Notification emails for messages posted in a group are sent by email to all group members.

The frequency of how often group messages are sent to you is initially based on your personal preferences set in **My Details > User Settings > Notify Me**.

You can overwrite the frequency individually for each group at the group level in **Email Information > Notify me**.

Your notification preferences are not considered and an email notification is sent to you instantly, when **you** or **your group** are explicitly addressed in the post using the @ sign or the **Notify** action.



Object Notifications

Notification emails for messages posted on an object (i.e. project, task, etc.) are sent by email to all users who hold a role for the object (i.e. object followers).

The frequency of how group messages are sent to you is based on your personal preferences set in **My Details > User Setting > Notify Me**.

| Best Practices

Learn how to communicate effectively by reducing email noise

RESPECT USERS' EMAIL PREFERENCES

Unless necessary, avoid referencing users explicitly in posts using the @ sign or the **Notify** action. All group members or object followers will receive your message based on their email preferences.

When responding or commenting on a post or object, only reference the person you are responding to. The rest of the group members or object followers will still receive your response based on their email preferences.

WHEN TO REFERENCE USERS OR GROUPS EXPLICITLY IN A POST

Use the @ sign or the **Notify** action when you want to notify groups or users who are not members of the group or followers of the object where you are posting.

USE THE **LIKE** ACTION

Did you know that when you use the **Like** action on a post or comment, notification email is only sent to the person you are responding?