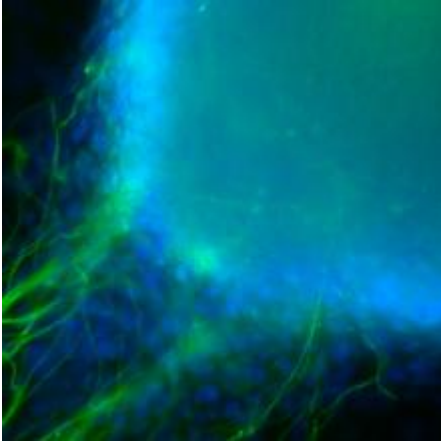


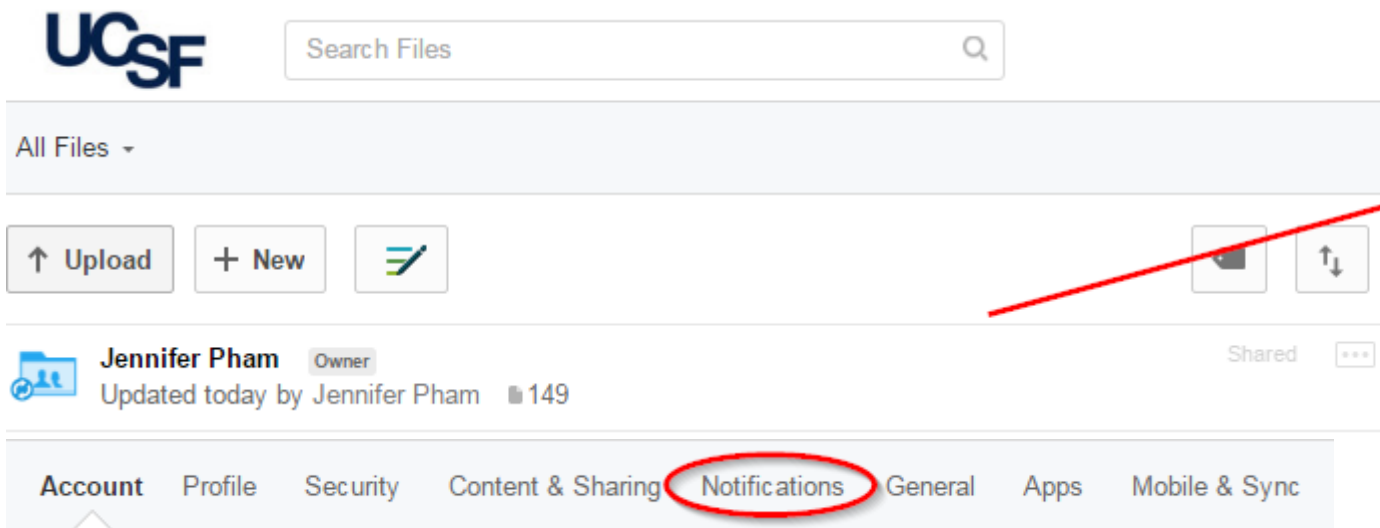
## Email Notifications



Dejon Lewis on February 14, 2020

If you would like to receive or stop receiving email notifications every time a collaborator downloads, uploads, comments on, previews, or deletes something in a folder you have joined or owned, follow the instructions below to edit your Email Notifications.

1. Email notifications settings can be set by navigating to **Your Name > Account Settings > Notifications** when you log into UCSF Box on the web.



2. Below are email notification settings you can modify.

Notify me when someone:	in folders I own	in folders I've joined
Downloads	<input type="checkbox"/>	<input type="checkbox"/>
Uploads	<input type="checkbox"/>	<input type="checkbox"/>
Comments	<input type="checkbox"/>	<input type="checkbox"/>
Previews	<input type="checkbox"/>	<input type="checkbox"/>
Deletes	<input type="checkbox"/>	<input type="checkbox"/>

## Email Notifications FAQs

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- Is there a way to turn off notification emails when adding a collaborator to a folder?

Unfortunately, there isn't a way to turn off notification emails when inviting a collaborator to a folder.

## Required Service Information

UCSF Box <sup>[1]</sup>

## Images

The image shows a screenshot of the UCSF Box web interface. At the top, there is a table for notification settings, identical to the one in the first image. Below the table is the UCSF logo and a search bar labeled "Search Files". Underneath is a navigation bar with "All Files" and several action buttons: "Upload", "New", and a list icon. On the right side of this bar, there are icons for a folder, a refresh/circular arrow, and a square. Below the navigation bar, the user's name "Jennifer Pham" is displayed as the "Owner", with a "Shared" status and a "149" notification count. At the bottom, a horizontal menu contains several options: "Account", "Profile", "Security", "Content & Sharing", "Notifications" (which is circled in red), "General", "Apps", and "Mobile & Sync".

**GET IT HELP.** Contact the Service Desk online, or phone 415.514.4100

Site Login Site Index

Suggest an IT Improvement | © UC Regents

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**Source URL:** <https://it.ucsf.edu/services/ucsf-box/additional/email-notifications>

**Links**

[1] <https://it.ucsf.edu/services/ucsf-box>