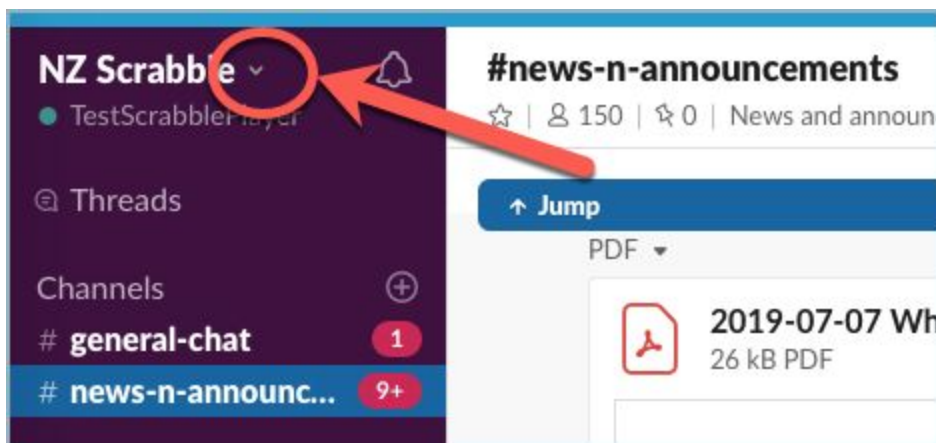


Get email notifications of new posts

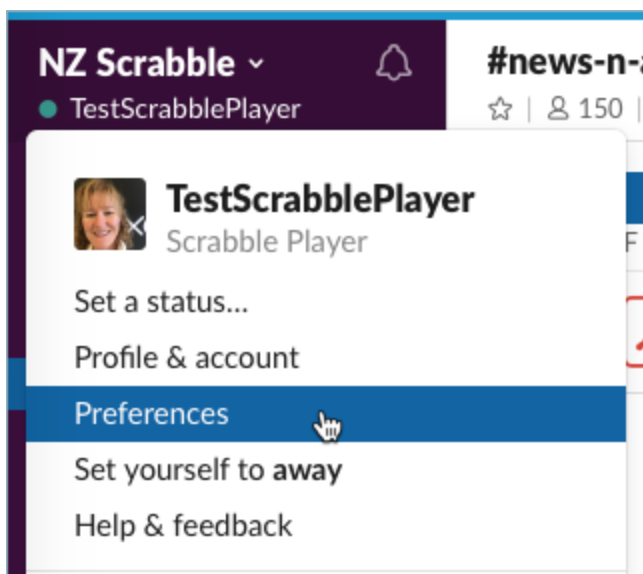
You can tell Slack to email you when new posts are made in any channel you're a member of. This applies to posts containing:

- @everyone or @channel in the #news-n-announcements channel
- @channel in any other channel you're a member of
- @username, if it is your username that is mentioned

1. Once you're logged in to Slack, click on the small down arrow next to 'NZ Scrabble' on the left hand side of the screen.



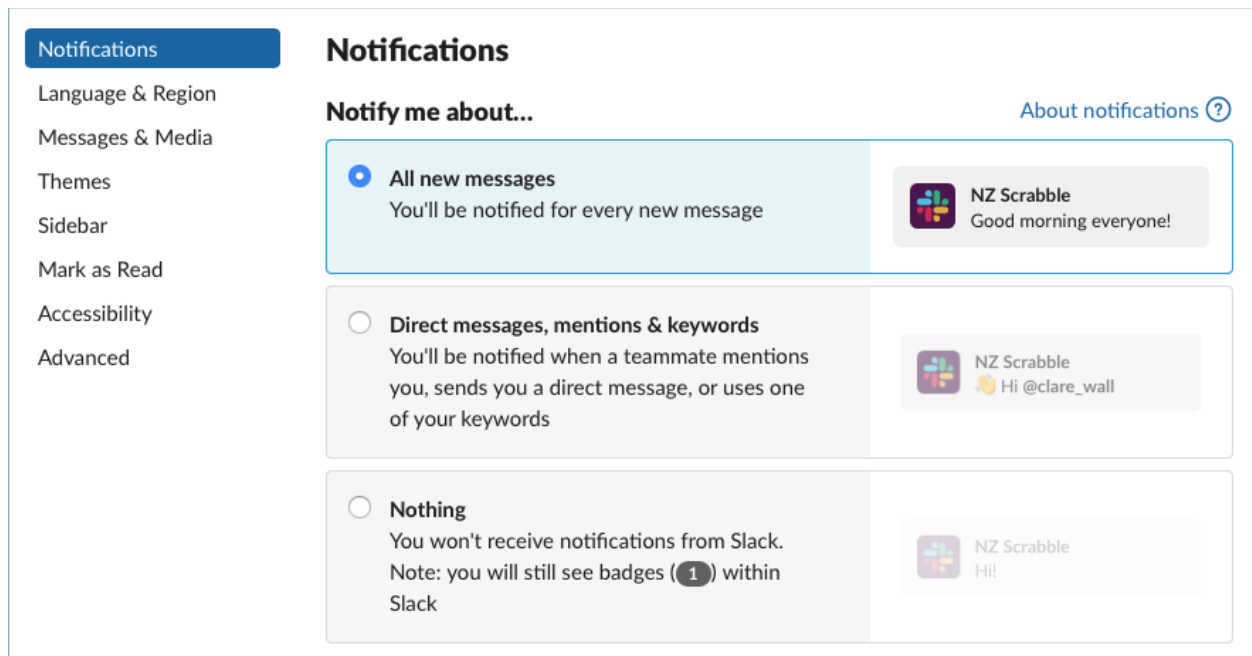
2. Click on 'Preferences'.



3. Click on 'Notifications' on the left hand side of the screen.

(Note: If you see 'Desktop notifications are currently disabled', click 'Enable desktop notifications', then you'll see the following images.)

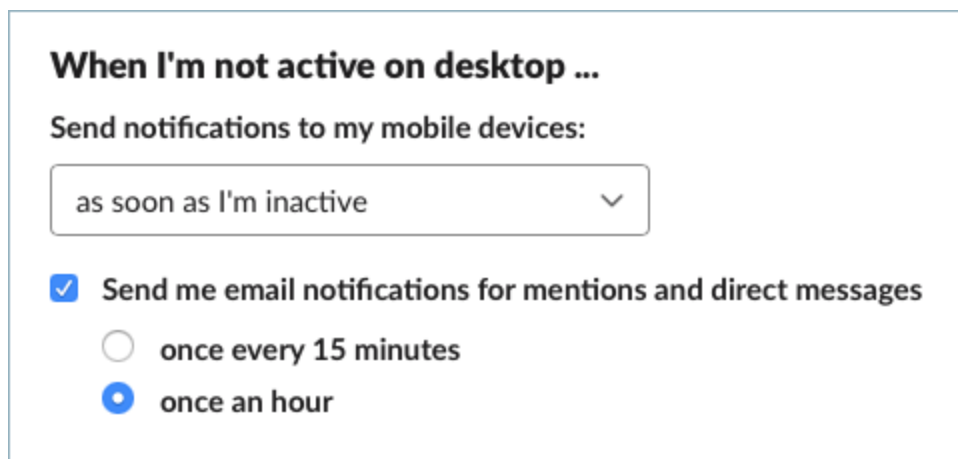
4. Select 'All new messages'.



The screenshot shows the Slack 'Notifications' settings page. On the left is a sidebar with menu items: Notifications (highlighted), Language & Region, Messages & Media, Themes, Sidebar, Mark as Read, Accessibility, and Advanced. The main content area is titled 'Notifications' and has a sub-header 'Notify me about...' with a link for 'About notifications'. Three notification options are listed, each with a radio button and a preview card:

- All new messages**
You'll be notified for every new message
Preview: NZ Scrabble - Good morning everyone!
- Direct messages, mentions & keywords**
You'll be notified when a teammate mentions you, sends you a direct message, or uses one of your keywords
Preview: NZ Scrabble - Hi @clare_wall
- Nothing**
You won't receive notifications from Slack.
Note: you will still see badges (1) within Slack
Preview: NZ Scrabble - Hi!

5. Scroll down the page to 'When I'm not active on desktop ...' and select 'Send me email notifications for mentions and direct messages', then choose your frequency.



The screenshot shows the 'When I'm not active on desktop ...' settings section. It includes a sub-header 'Send notifications to my mobile devices:' followed by a dropdown menu currently set to 'as soon as I'm inactive'. Below this is a checked checkbox for 'Send me email notifications for mentions and direct messages', with two radio button options for frequency: 'once every 15 minutes' and 'once an hour' (which is selected).

That's it! You should now receive email notifications of new posts in Slack.