

# LUCRIS GSM:

## Manual messaging settings

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16.7.2018

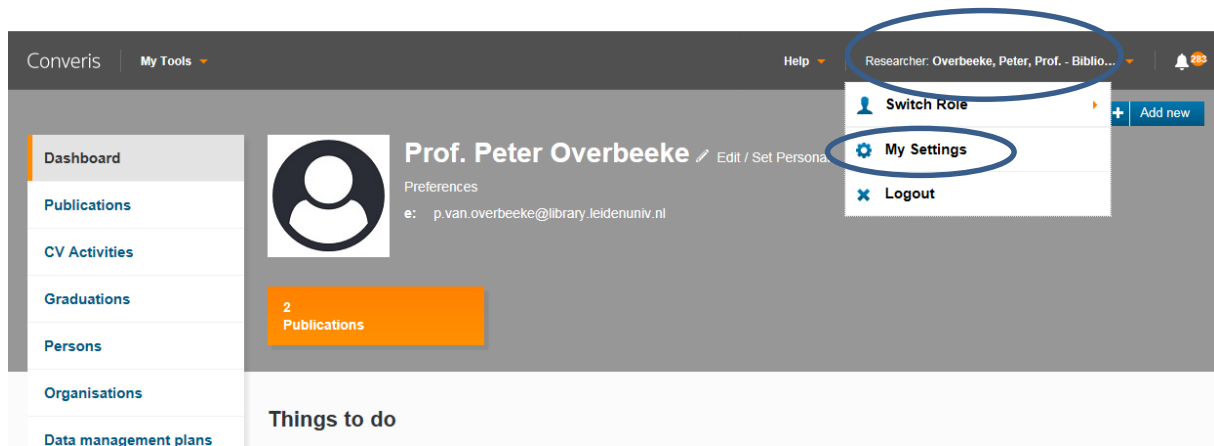
Every user can choose how he/she wants to receive notifications from LUCRIS/Converis. There are two options:

1. Via Email: You will receive the notifications in your mail box.
2. Internal messages: You will receive notifications in LUCRIS, so you can only see them after logging in. This option is to be used if you don't want to receive notifications in your mail box, for example because you already work in LUCRIS every day.

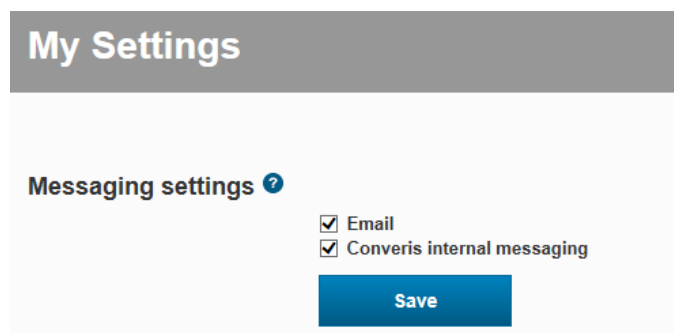
Actually, there is a third option, if you want to receive notifications in both ways.

### Messaging settings

To see your messaging settings – and to change them – click on your name or role (upper right corner of the screen), and then click **My Settings**.

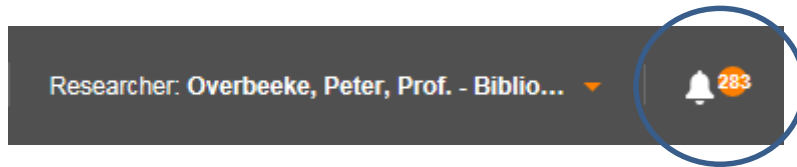


Then you see the **Messaging settings**, and you can select the option that you want (or select both).



## See the notifications

If you receive the notifications via internal messaging, you can find the notifications by clicking on the bell icon next to your name



You can click on one of the notifications and you will see the text, usually with a link to the relevant entity. You can delete the notification after reading, or keep it in the list of messages.

You can also click **Notifications** in the menu on the left side of the screen:

