



## How to update email notificaitions

My Services	
PROMISE	Eullerton College Promise Center   1   714-992-7191   Promise@fullcoll.edu   0   Please visit our website for additional information   If https://promise.fullcoll.edu

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Buzzy the Hornet	^	
Edit Profile		
Appointment Preferences		
Notifications		
r		
Contact Information		
View and update contact information.		
Username		
@Banner ID		
Institution Email		
Send notifications to my institution email address Edit Notification Preferences	S	
Alternate Email		

email@fullcoll.edu

Edit Notification Preferences

Send notifications to my alternate er all address

- 1. Expand menu to view other pages within Starfish
- 2. Select "Edit Profile"
- 3. Add your Fullerton College email under "Alternative Email"
- 4. Opt to have notifications sent to email
- 5. Choose "Edit Notification Preferences"
- 6. Scroll to "Appointments" section
- 7. Turn on individual appointment notifications
- 8. Turn on "Alert Reminders"
- 9. Click Submit once finished with changes

Planning Ren	ninders
Choose how you wa	ant to receive reminders about your appointments.
O Don't send r	ne planning reminders
Send me a n	notification individually for each appointment
Send at	
3:00 pm	✓ the day bef ✓
Send me a d	ligest of all appointments
Alert Remind	lers
Specify whether you	u want an alert just before the appointment starts.

NGES