

## **How to Update Email Notification Settings in the UIS**

*Feb. 11, 2019*

To UIS Users:

Please be advised that the "email notifications" feature in the UIS is, by default, enabled (i.e. you will get an email informing you that a task is up for action).

To change these settings, please follow the instructions found on this page:

[https://itdc.up.edu.ph/user/pages/04.uis/manuals/Quick-guide\\_Email-Notifications-on-UIS.pdf](https://itdc.up.edu.ph/user/pages/04.uis/manuals/Quick-guide_Email-Notifications-on-UIS.pdf)

For further assistance, please send an email to [helpdesk@up.edu.ph](mailto:helpdesk@up.edu.ph) or call us at +632 376 3100 or +632 981 8500 local 4468 (weekdays, 8:00 AM to 5:00 PM).

Thank you very much.