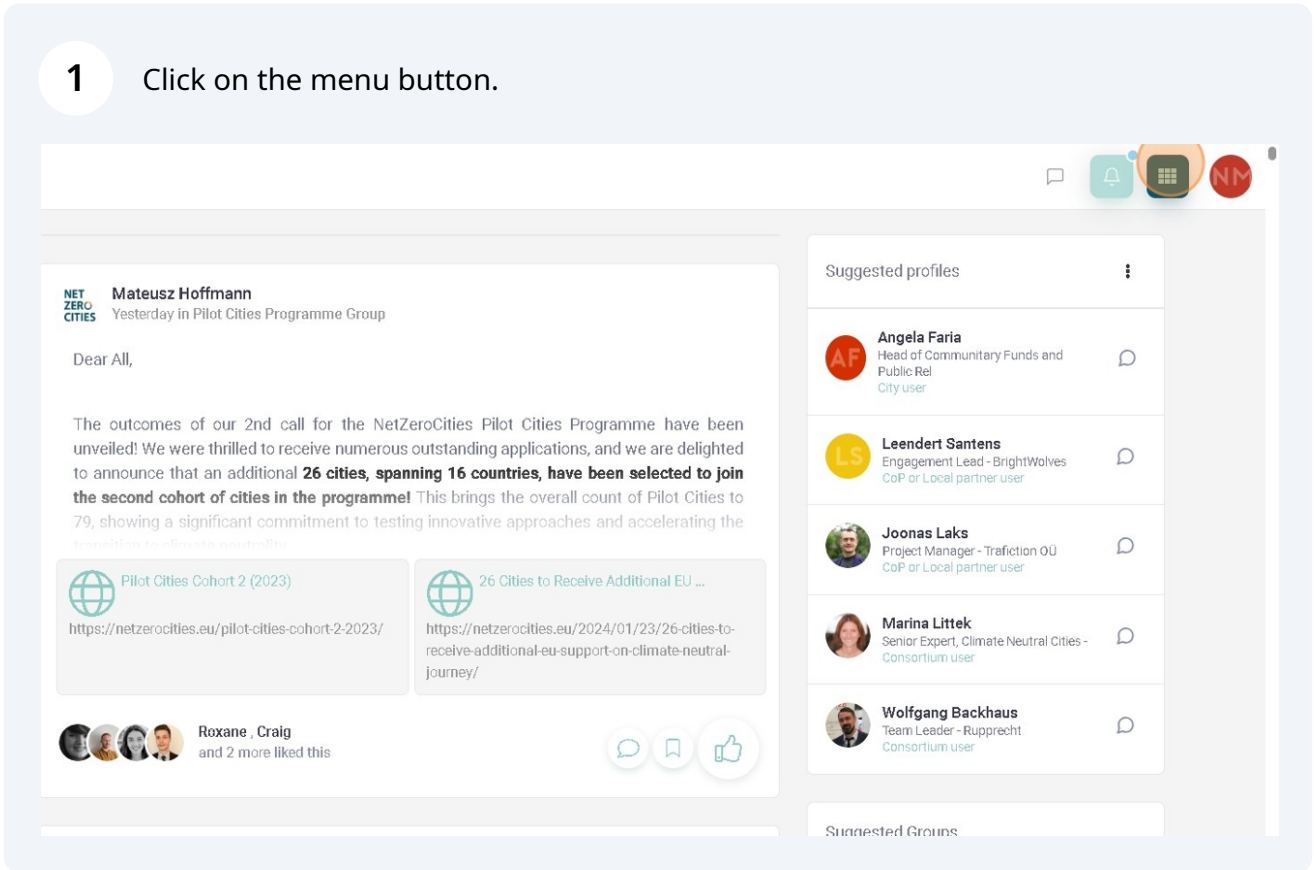
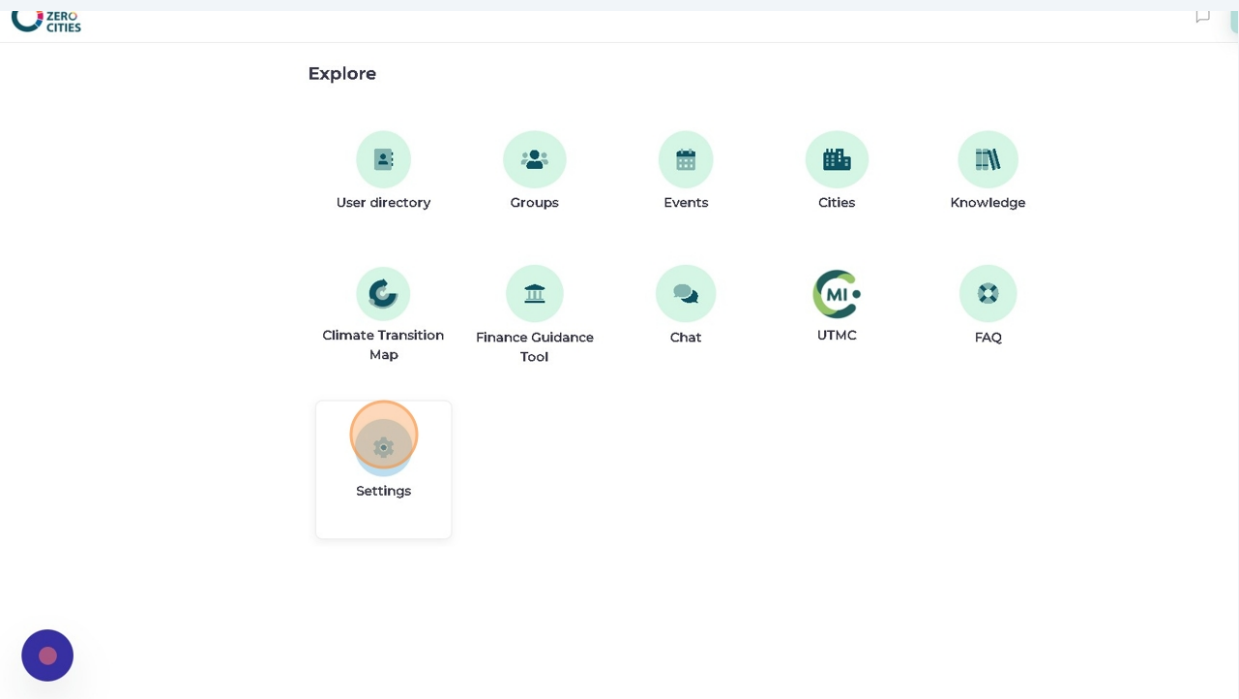


Activating email notification & adjusting notification frequency.

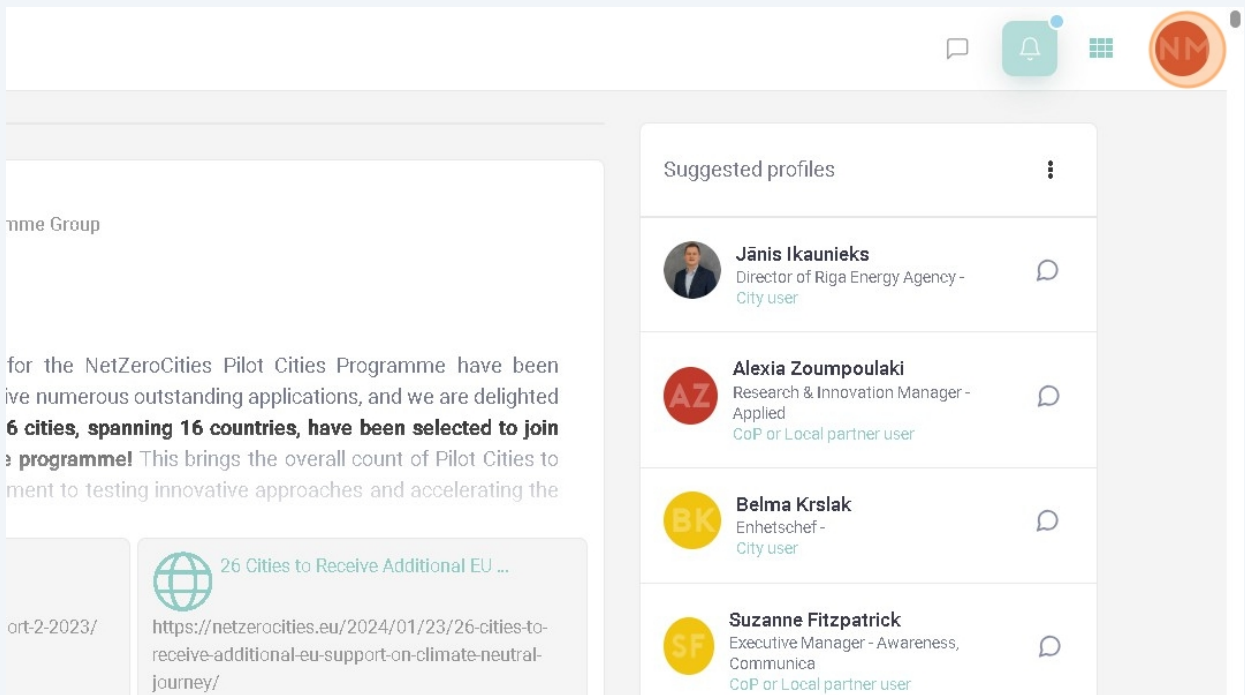
1 Click on the menu button.



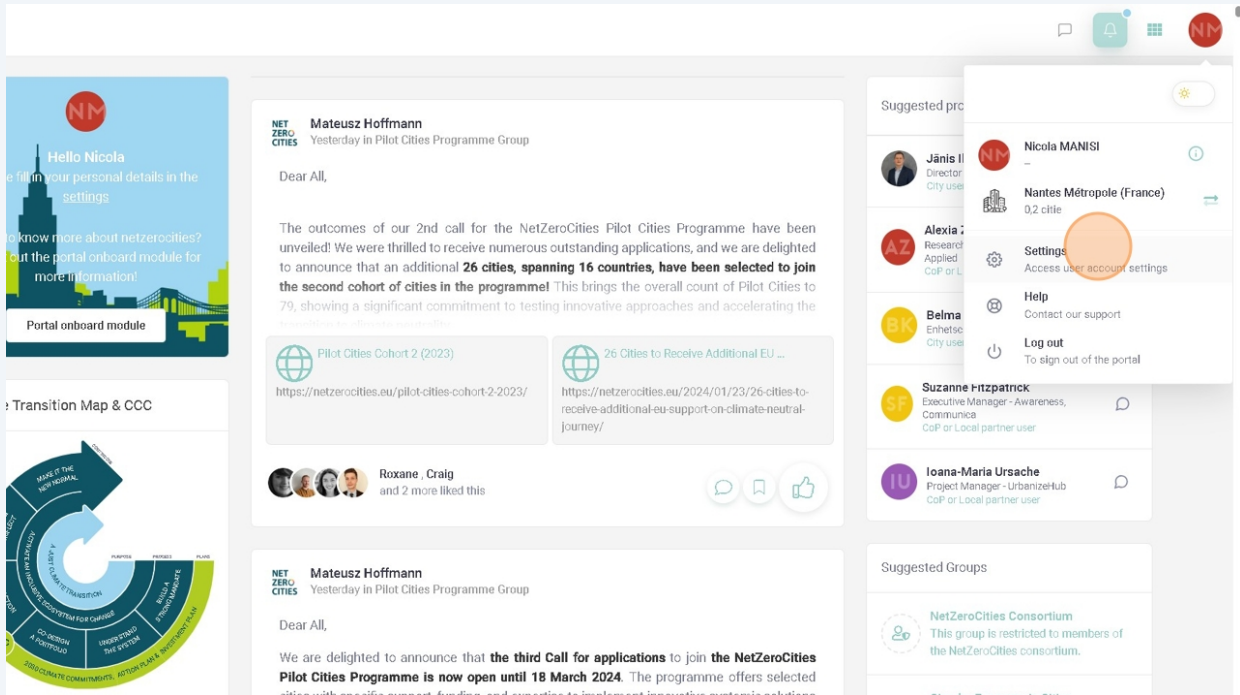
2 Click on the "Settings" button.



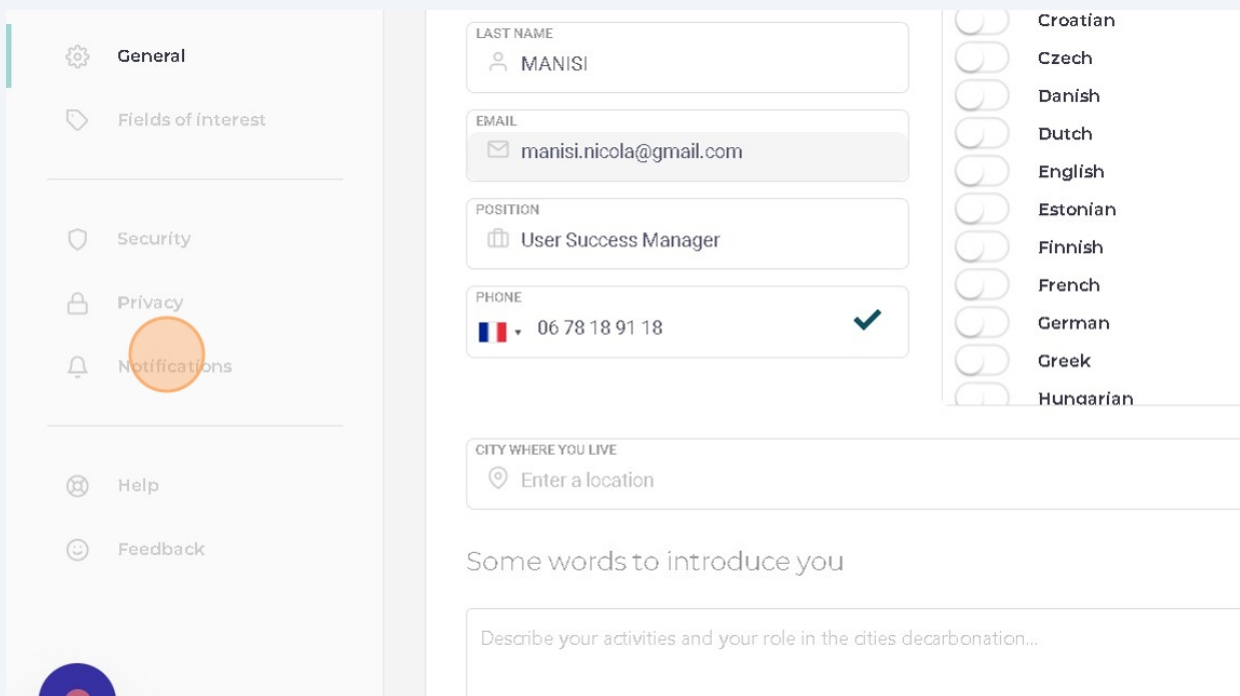
3 Alternatively, you can click on your avatar.



4 In the contextual menu appearing, click "Settings".



5 In the left panel of your Settings page, click on "Notifications"



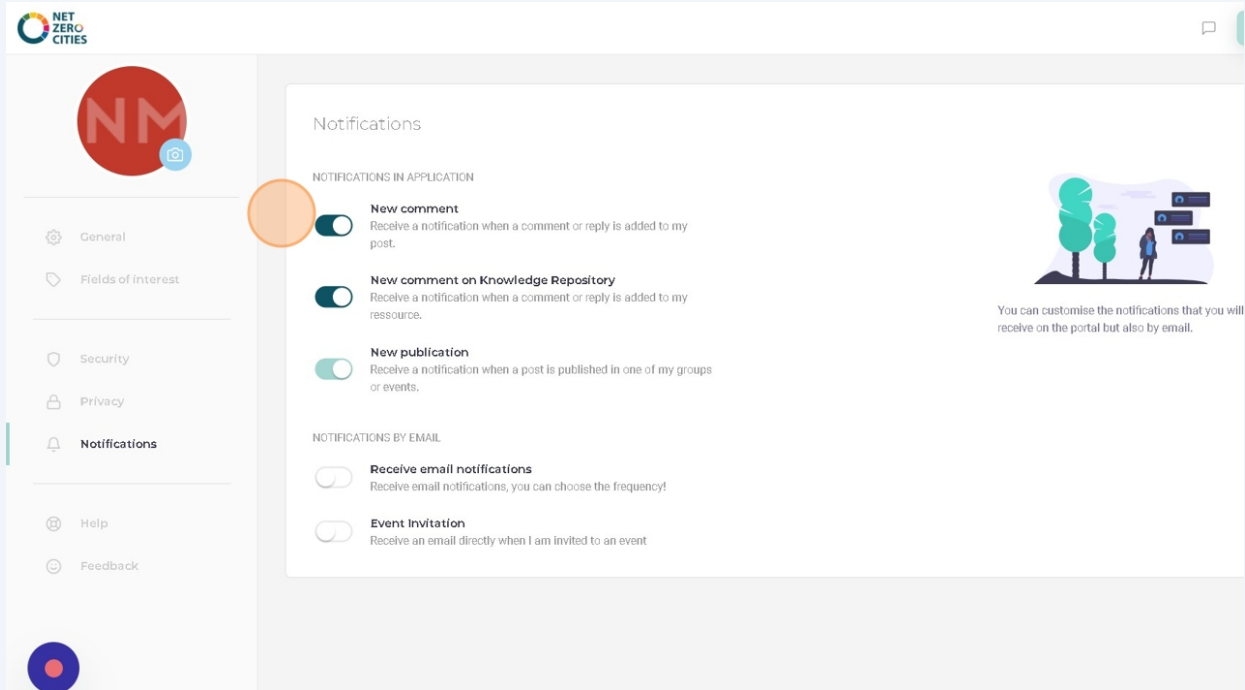
6

The first section is about In-App notifications (through the bell icon in the top-right part of your screen).

You can decide what you want to be notified about; reply to your comments, new comments on your publications and resources or new posts in your groups and events. By default they are turned on.

To turn them off, simply toggle off the button.

By turning them off, you will not be notified and risk missing important activities.



7

The second section relates to Email notifications.

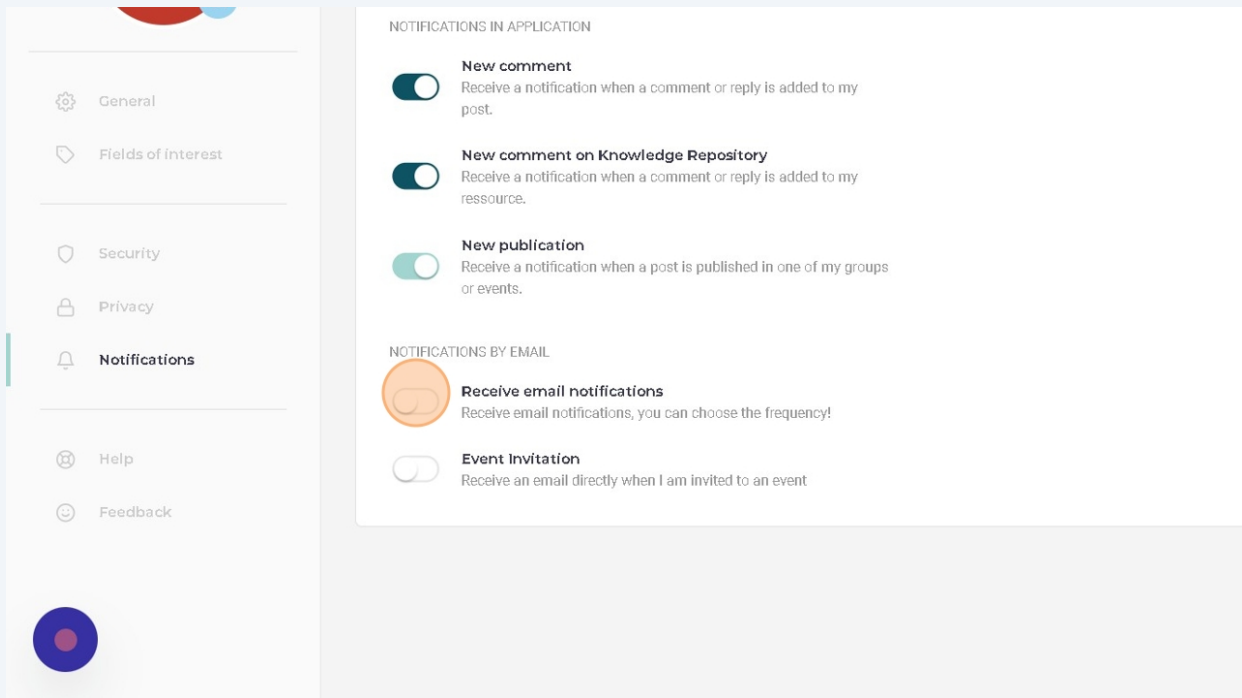
You can opt for receiving email notifications and can even choose the frequency at which you are notified.

Those email are independent from the newsletter.

By activating this option you do not subscribe to the NZC Newsletter and will only be notified about platform activities.

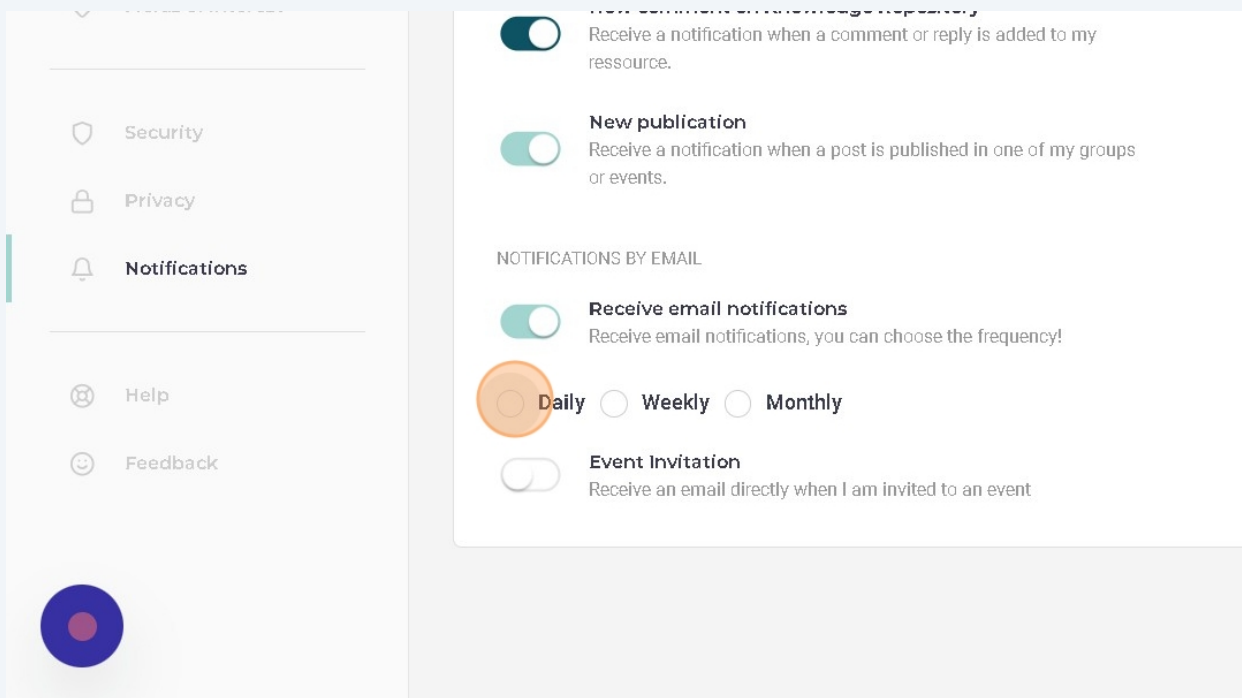
The screenshot displays the 'Notifications' settings page for a user on the NZC Cities platform. The page is divided into two main sections: 'NOTIFICATIONS IN APPLICATION' and 'NOTIFICATIONS BY EMAIL'. The 'NOTIFICATIONS IN APPLICATION' section includes three toggle switches, all of which are currently turned on: 'New comment', 'New comment on Knowledge Repository', and 'New publication'. The 'NOTIFICATIONS BY EMAIL' section includes two toggle switches, both of which are currently turned off: 'Receive email notifications' and 'Event Invitation'. An orange circle highlights the 'Receive email notifications' toggle switch. The page also features a sidebar with navigation options: General, Fields of interest, Security, Privacy, Notifications (highlighted), Help, and Feedback. The NZC Cities logo is visible in the top left corner, and a user profile picture is shown in the top right corner. A small illustration of a person standing next to trees is on the right side of the page, with the text: 'You can customise the notifications that you will receive on the portal but also by email.'

8 To activate email notifications simply toggle on the button.



9 Once you activated the email notification option, multiple frequency choices appear. You can choose to be notified daily, weekly or monthly.

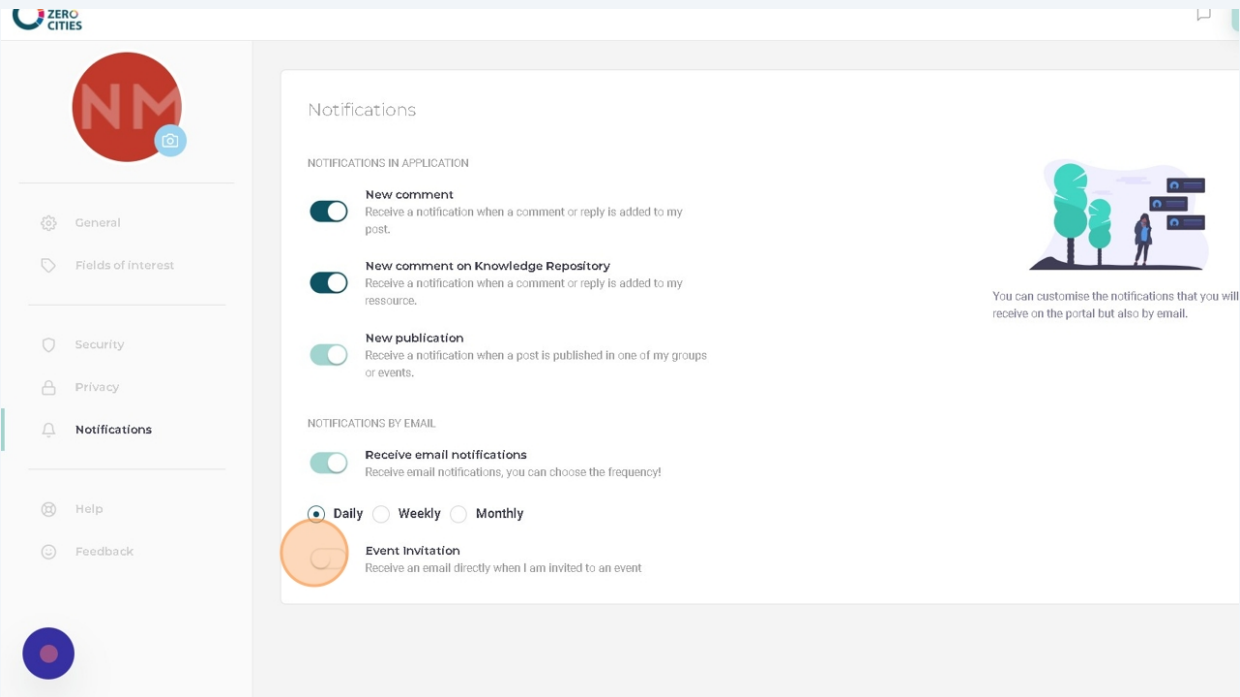
Here we choose the "Daily" option.



10

You can also receive event invitation directly by email. Simply toggle on the "Event invitation" button.

When activating this option, you will only receive emails for events you are invited to.



11

End of tutorial.