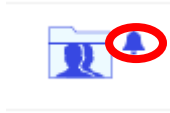
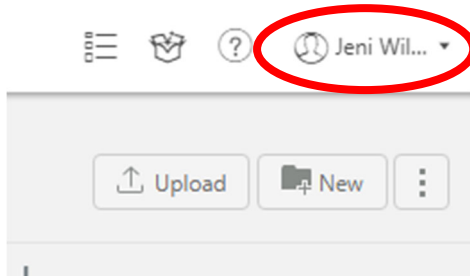


There are two different things you can do to check notifications.


1 – when you login, make sure all your folders have a bell on them. Like this :



2 – in the upper right corner, click on your name & select settings:




Under My Profile click on edit under settings:


My Information Edit 

Name	Jeni Wilkins
E-mail Address	jeni@gmpcpa.com
Phone Number	+1(888)123-4567
Logged on time	Mar 8, 2023 1:16 PM
Status	Activated

Allow user to browse and search company directory

[Change Password](#)

Settings Edit 

Two-Factor Authentication Set Up 

Not configured

And then make sure the boxes are checked for notifications:

< Settings

Notifications

Use Default Settings

E-mail Delivery

Individual E-mail

Daily Digest

Notification Events

Create shared folder in iManage Work

Delete Document

Create Subfolder

Preview Document

Modify Document/New Version

Download Document

Upload or Add New Document

Subscriptions

Automatically enable notifications (Subscribe) when folder is shared with me

Save

Cancel