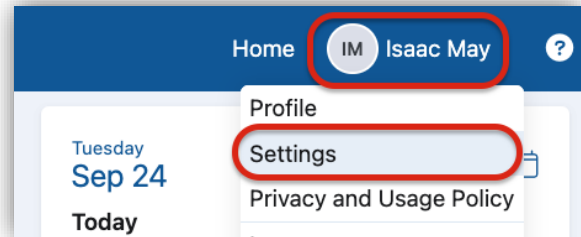


# Edsby Notifications

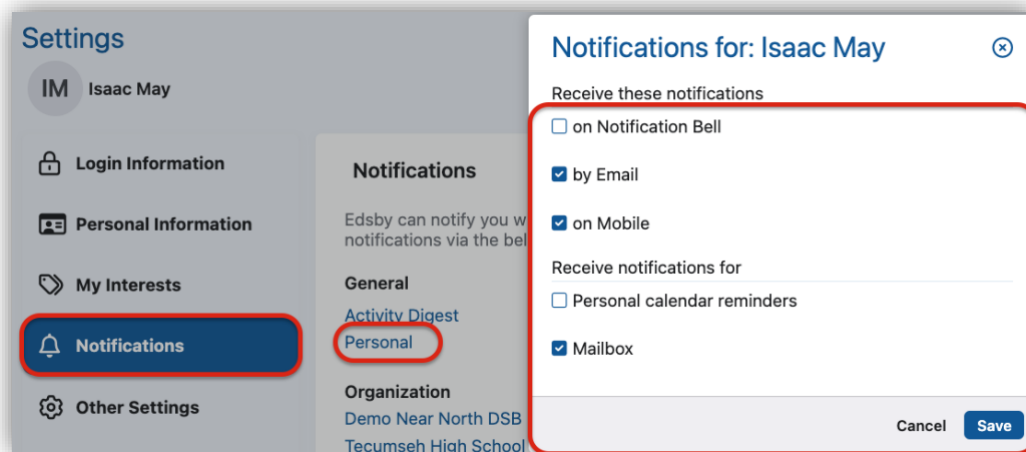


## Setting Notifications in a Web Browser (laptop/desktop):

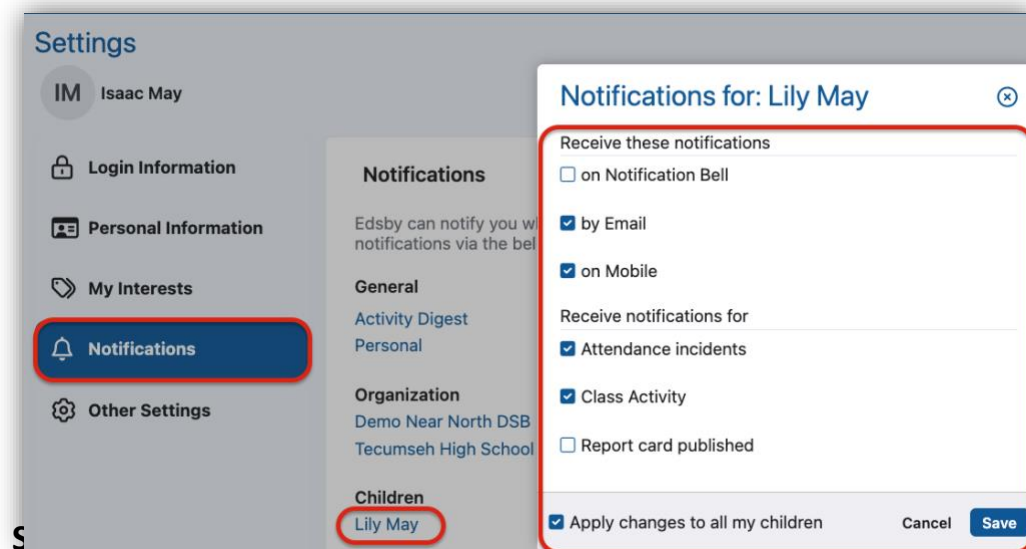
1. After signing into Edsby, click your name in the top right corner and select Settings:



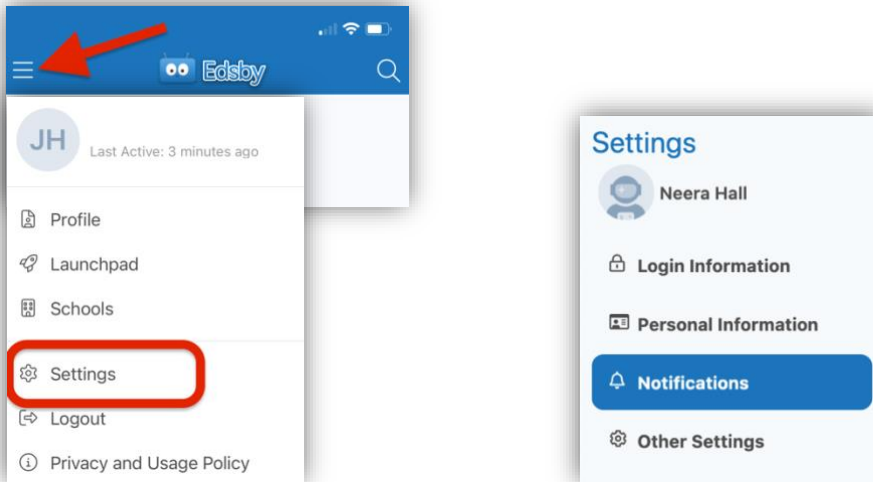
2. To receive email or mobile notifications when an Edsby message is sent, select Notifications, click Personal and check the appropriate settings:



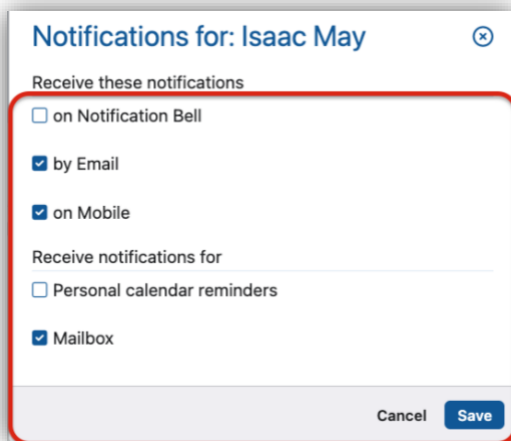
To receive class notifications, select your child and check the appropriate settings:



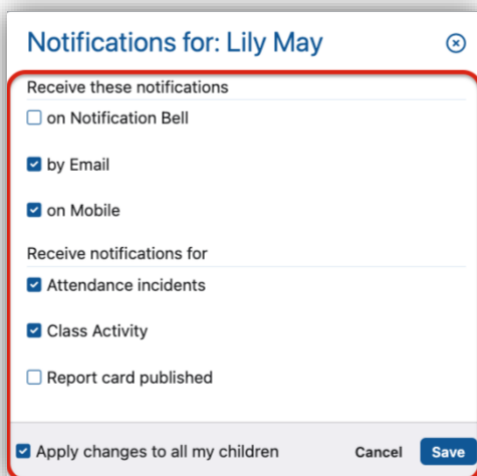
1. Sign into the app, Select “Settings” and choose Notifications:



2. To receive email or mobile notifications when an Edsby message is sent, select Notifications, click Personal and check the appropriate settings:



3. To receive class notifications, select your child and check the appropriate settings:

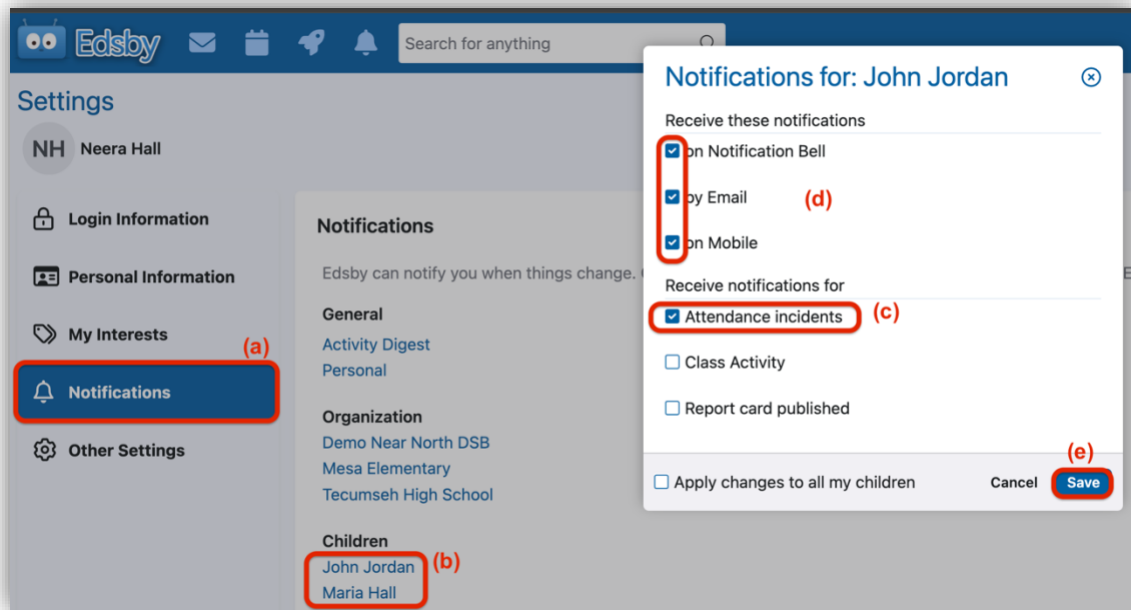
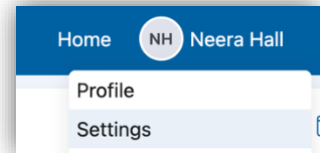


# Attendance Notifications

To receive attendance notifications, sign into Edsby in a browser or using the mobile app.

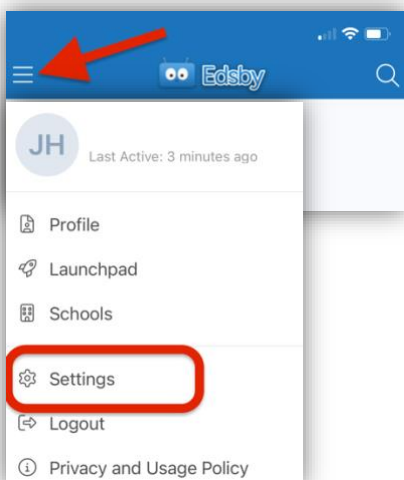
## Using a Web Browser:

1. Click your name in the upper right corner and choose Settings
2. Choose the Notifications menu (a), select a child (b) and check the box beside Attendance incidents (c). Choose how you will be notified (d) and save your changes (e). You also have the option of applying the same notification settings across all children (bottom left corner).

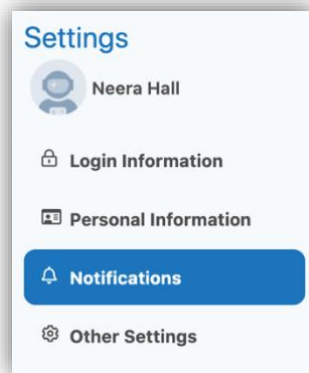


## Using the Mobile App:

1. Select Settings:



2. Choose Notifications:



3. Select a child, check the box beside Attendance incidents. Set methods of notification and save.

