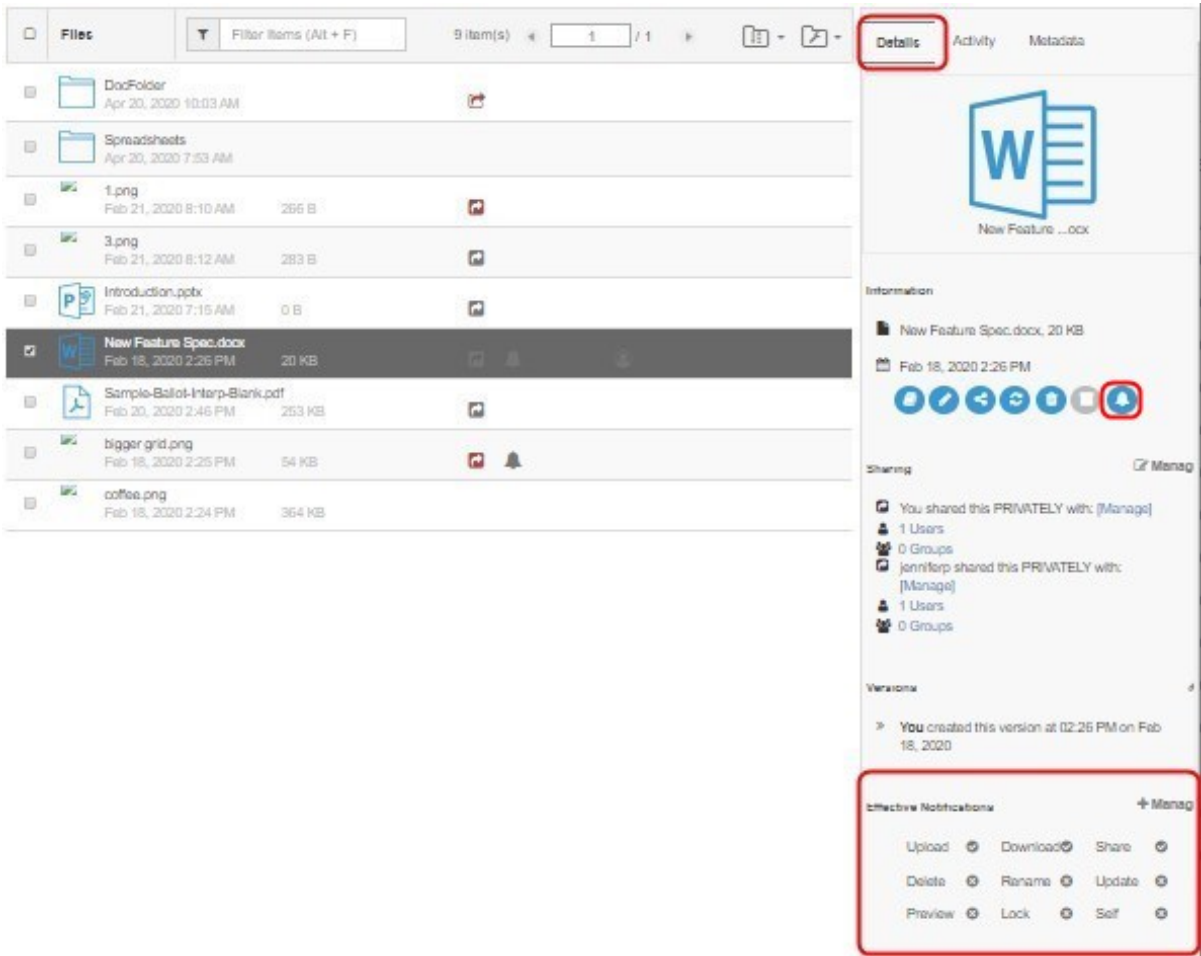
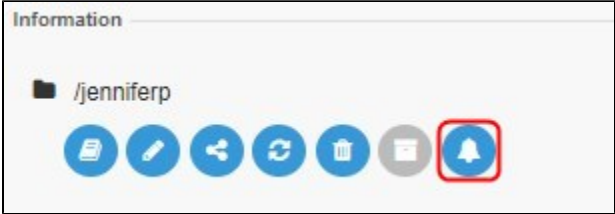


20.1 Notifications from the details panel

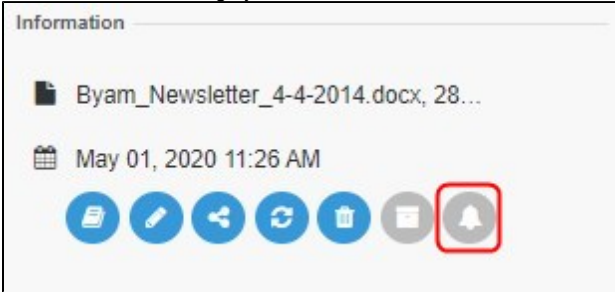
When you select a file or folder, the right panel displays information about it in separate tabs. In the **Details** tab, under Information, a notifications (bell-shaped) icon informs you if notifications are enabled. Under **Effective Notifications**, you can view and edit the types of notifications available for the selected file or folder



The notifications icon is blue if one or more notifications are enabled:



The notifications icon is gray if all notifications are disabled:



Enabled notifications are followed by a check, and disabled notifications are followed by an x.

Effective Notifications


+ Manage

Upload	<input checked="" type="checkbox"/>	Download	<input checked="" type="checkbox"/>	Share	<input checked="" type="checkbox"/>
Delete	<input type="checkbox"/>	Rename	<input type="checkbox"/>	Update	<input type="checkbox"/>
Preview	<input type="checkbox"/>	Lock	<input type="checkbox"/>	Self	<input type="checkbox"/>

A note is displayed if all notifications are enabled or disabled:

Effective Notifications

+ Manage

 All notifications are enabled

Effective Notifications

+ Manage

 All notifications are disabled

Customize your notifications from the Effective Notifications box

To open the **Notifications Settings for <file/folder>** dialog box, in the **Effective Notifications** box, click **Manage**:

Notification Settings for New Feature Spec.docx

Path: /elin frei/New Feature Spec.docx

☐ Use default notification settings

☒ Use my own notification settings

☒ Send Notifications

Send Notifications on

☒ Upload
When file or folder is added

☒ Download
When file or folder is downloaded

☒ Share
When a file or folder is shared with someone

☐ Delete
When a file or folder is deleted

☐ Rename
When a file or folder is renamed

☐ Update
When a file is modified

☐ Preview
When a file is viewed in the browser or in the mobile app

☐ Lock/Unlock
When a file or folder is locked or unlocked

☐ Self Notifications
Send notifications for actions done by me

Save

Cancel

To configure your own notification settings:

1. By default, **Use default notification settings** is selected. If you are permitted to override default settings, **Use my own notification settings** and all of the options under it can be edited. If you are not permitted to override default settings, **Use my own notification settings** and the options under it cannot be edited.
2. Select **Use my own notification settings**.
3. To turn off notifications, uncheck **Send Notifications**; otherwise, leave it checked.

4. **Send Notifications on** indicates which actions you will receive notifications about.
Check any actions that you want to receive notifications about.
5. Check **Self Notifications** if you want to receive notifications about changes you make to your own files or folders.



If you do not check **Self Notifications**, you only receive notifications when a user you have shared a file with performs an action on that file.

If you do check **Self Notifications**, you also receive a notification when you perform an action on a file you own or a file that has been shared with you.

To disable custom notifications without removing custom settings, uncheck **Send Notifications**.

To return to the default notification settings, select **Use default notification settings**. If you want to return to your custom settings, you must reset them manually.