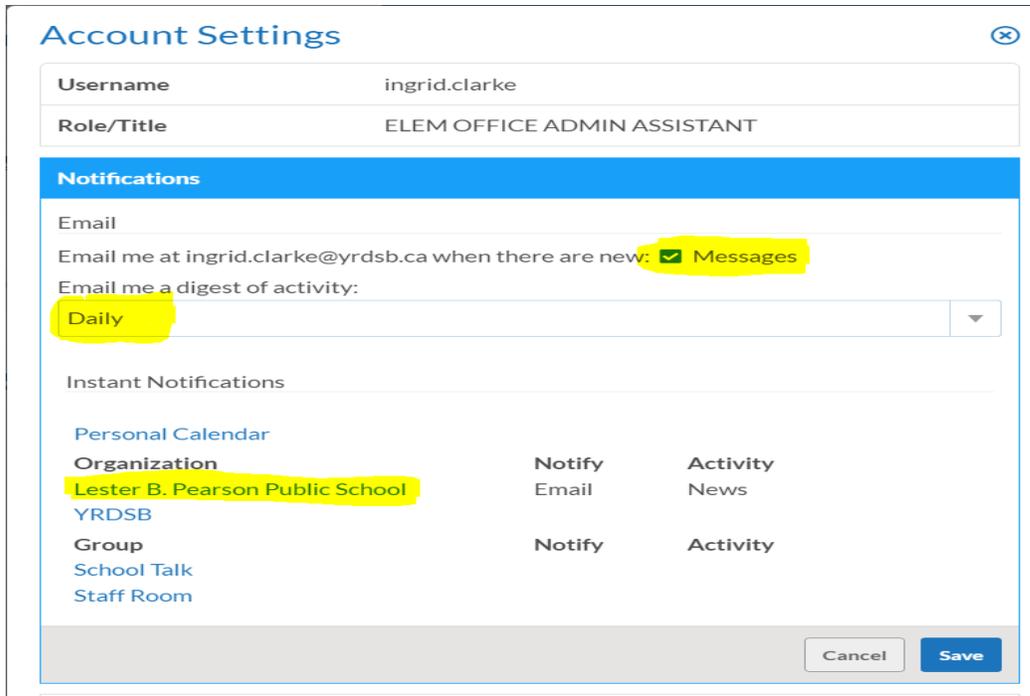


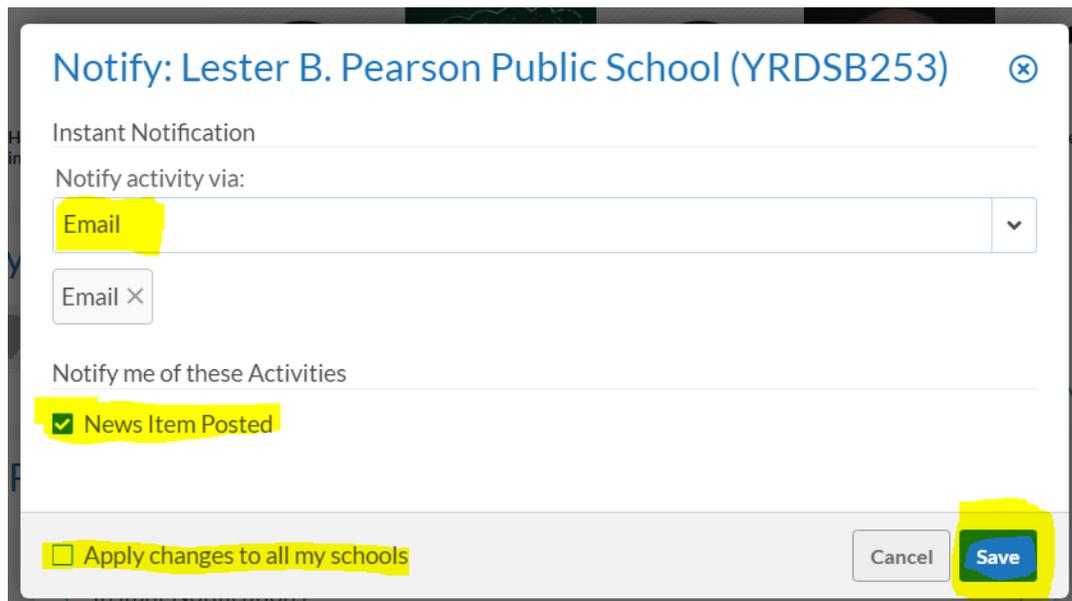
EDSBY – Notification Instructions

Step 1 – Click account settings, found under your personal name in the right hand corner, and open notifications. Activate by clicking on the highlighted areas. When clicking school name it will take you to **Step 2**.



The screenshot shows the 'Account Settings' page. The 'Notifications' section is highlighted in blue. Under 'Email', the checkbox for 'Messages' is checked and highlighted in yellow. The 'Email me a digest of activity:' dropdown menu is set to 'Daily' and is also highlighted in yellow. In the 'Instant Notifications' section, the 'Organization' 'Lester B. Pearson Public School' is highlighted in yellow. The 'Notify' column for this organization is set to 'Email' and the 'Activity' column is set to 'News'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Step 2 – activate by clicking on the highlighted areas. If you have students in more than one school you can click on the “Apply changes to all my schools” Remember to save the changes.



The screenshot shows the 'Notify: Lester B. Pearson Public School (YRDSB253)' dialog box. The 'Instant Notification' section is active. The 'Notify activity via:' dropdown menu is set to 'Email' and is highlighted in yellow. Below it, there is a button labeled 'Email X'. The 'Notify me of these Activities' section has a checkbox for 'News Item Posted' which is checked and highlighted in yellow. At the bottom left, there is a checkbox for 'Apply changes to all my schools' which is unchecked and highlighted in yellow. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted in yellow.