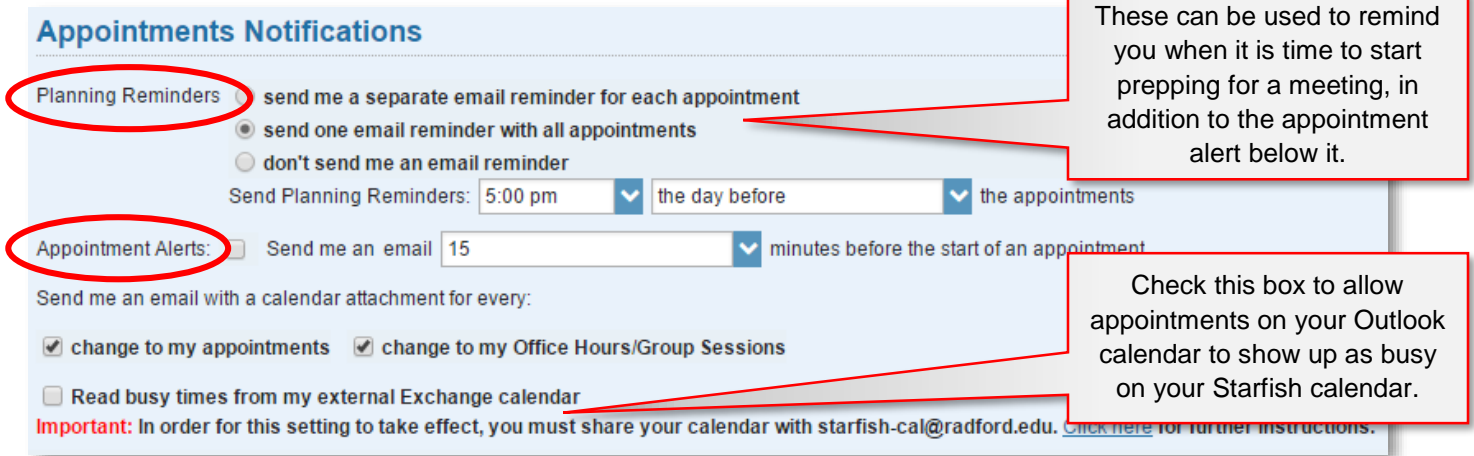# Configuring Email Notifications in Starfish

Starfish offers many customizations and settings to allow faculty & staff to choose how they receive notifications by email. Setting up your Email Notifications will allow for a more user friendly experience in Starfish and your email client.

1. Click on the arrow by your name to choose the "Email Notifications" option.
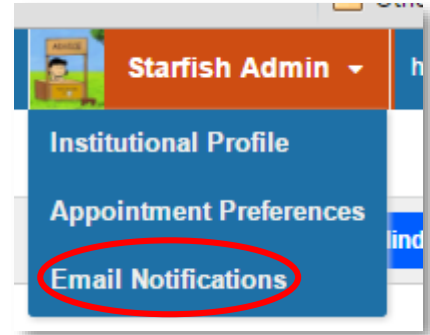
2. In the **Appointment Notifications** section, set your **"Planning Reminders"**, **"Appointment Alerts"** and more.

These can be used to remind you when it is time to start prepping for a meeting, in addition to the appointment alert below it.

Check this box to allow appointments on your Outlook calendar to show up as busy on your Starfish calendar.

Questions? Please contact advising@radford.edu

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Configuring Email Notifications in Starfish

3. In the **Summary Emails** section, decide if you like to receive a daily or weekly summary of your appointments and tracking activity.

Summary Emails

Send me a summary email of all tracking item and appointment activity:

☑ Daily at 8:00 am ▼

☐ Weekly on Monday ▼ at 9:00 am ▼

> Both of these boxes can be unchecked if you prefer to not receive summary emails.

4. Finally, in the **Tracking Item Notifications** section**,** choose if you want an immediate email for a raised, cleared or assigned item. Again all boxes can be unchecked if you prefer to not receive any notifications. However, you will always receive a notification for any "Flag" with an emergency icon beside it.

Tracking Item Notifications

Send me an immediate email whenever: ☑ an item is raised ☐ an item is cleared ☑ an item is assigned to me

You may be notified of tracking items raised for the following rules created by the administrator. Note that for rules with emergency notifications, your personal notifi...

Flag Rules

	Name	Category	Description
	🚩 Attendance Concern	ACADEMIC: FLAG	Raise this when a student isn't attending class regularly.
	➡ Tutoring Referral	ACADEMIC: REFERRAL	Use this to refer a student to tutoring services.
	🚩 Missing/Late Assignments	ACADEMIC: FLAG	Raise this flag when a student is missing or late with assig...
❗	🚩 No Show	ACADEMIC: FLAG	Use this flag to indicate that a student has never attended...
❗	🚩 Wellness Concern	SOCIAL: FLAG	Raise this flag when students fail to respond to multiple e...
❗	🚩 In Danger of Failing	ACADEMIC: FLAG	Raise this when a student is in danger of failing a course.
	🚩 Social Concern	SOCIAL: FLAG	Raise this flag when students appear to be not engaged,...

❗ An emergency rule, which means that you will be notified immediately when a tracking item is raised regardless of your notification preferences.

5. Don't forget to submit your changes via the **submit** button in the bottom right-hand corner.

Never Mind Submit

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