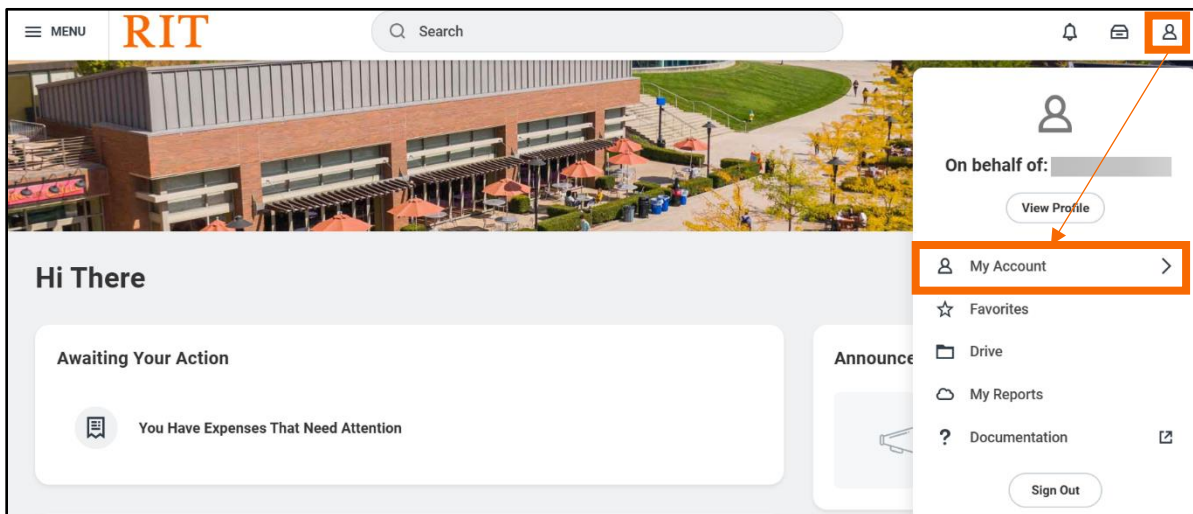# Set Up Account Preferences

You can edit a variety of features on your account, including languages, search functionality, workflows, and notification preferences.

1. From the homepage, select your employee profile icon in the upper right corner and select **My Account** > **Change Preferences**.


2. Update any of the field settings on the **Change Preferences** page that your organization permits, refer to the following image.

3. Select **OK**.

Change Notification Setting

You can change how frequently you receive each type of notification from Workday. The default setting for notification types is to notify you immediately. You can change the default setting from **Immediately** to **Daily** or **Mute**. Regardless of the notification setting you choose; you will continue to see the transaction within the bell or inbox icon on Workday. If you do not process transactions often in Workday, leaving the default set to "Immediately" will ensure you know when something needs your attention without first logging into the system. The "Daily" option will consolidate notifications together into one e-mail per day. If you access Workday regularly, changing the default to "Mute" will not send any e-mail notifications and you will access the transactions in Workday.

Notification Preferences are organized by **Channel**. Settings can be adjusted for **Email** and **Mobile Push Notification or Pop-up notification** types. Notification settings are grouped by **Parent Notification Type**. See the example below:
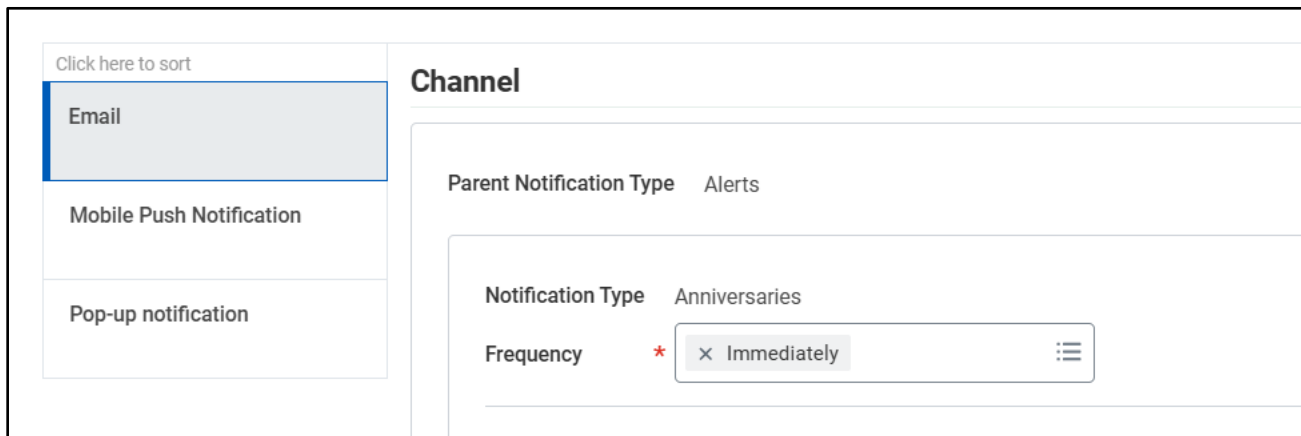
To change the frequency of notifications:

1. From the homepage, select your employee profile icon in the upper right corner and select **My Account** > **Change Preferences**.
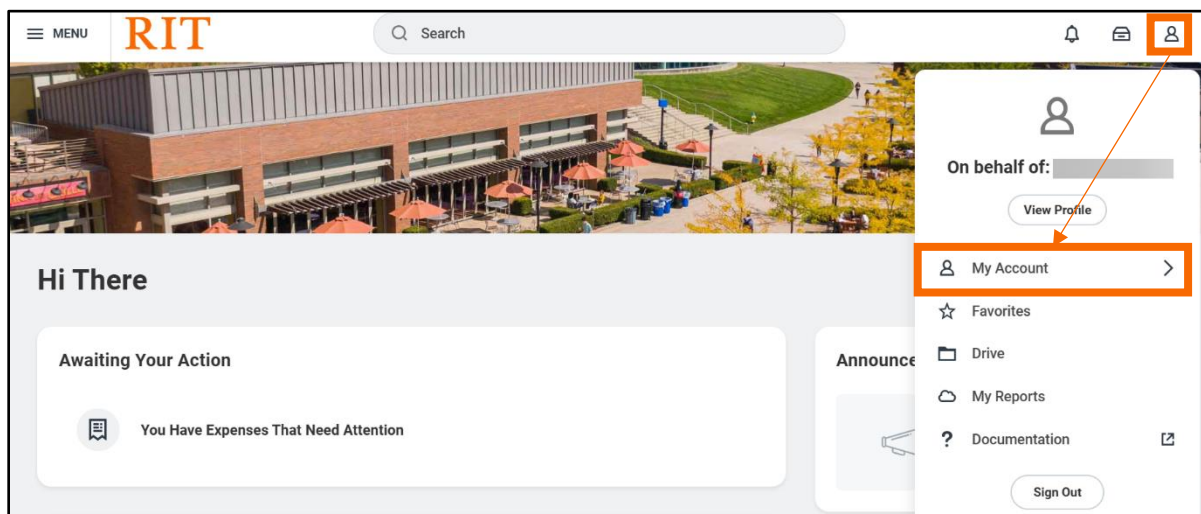
2. Scroll down, click on **Email** next to **Channel** to make changes to the frequency of e-mail notifications. Select **Mobile Push Notification** to make changes to the frequency of notifications from the Workday mobile app.

3. Scroll down the table under Channel to the **Parent Notification Type** section you wish to make changes to (e.g., **Alerts, Business Processes, HCM, Inventory, etc)**.

4. Locate a Notification Type you wish to modify and click on the selector menu icon.

5. From the drop-down menu, click on the radio button next to the frequency you want to change to – **Daily, Immediately, or Mute**.

Sign Out on Desktop

1. From the homepage, select your **Profile**.

2. Select **Sign Out**.