

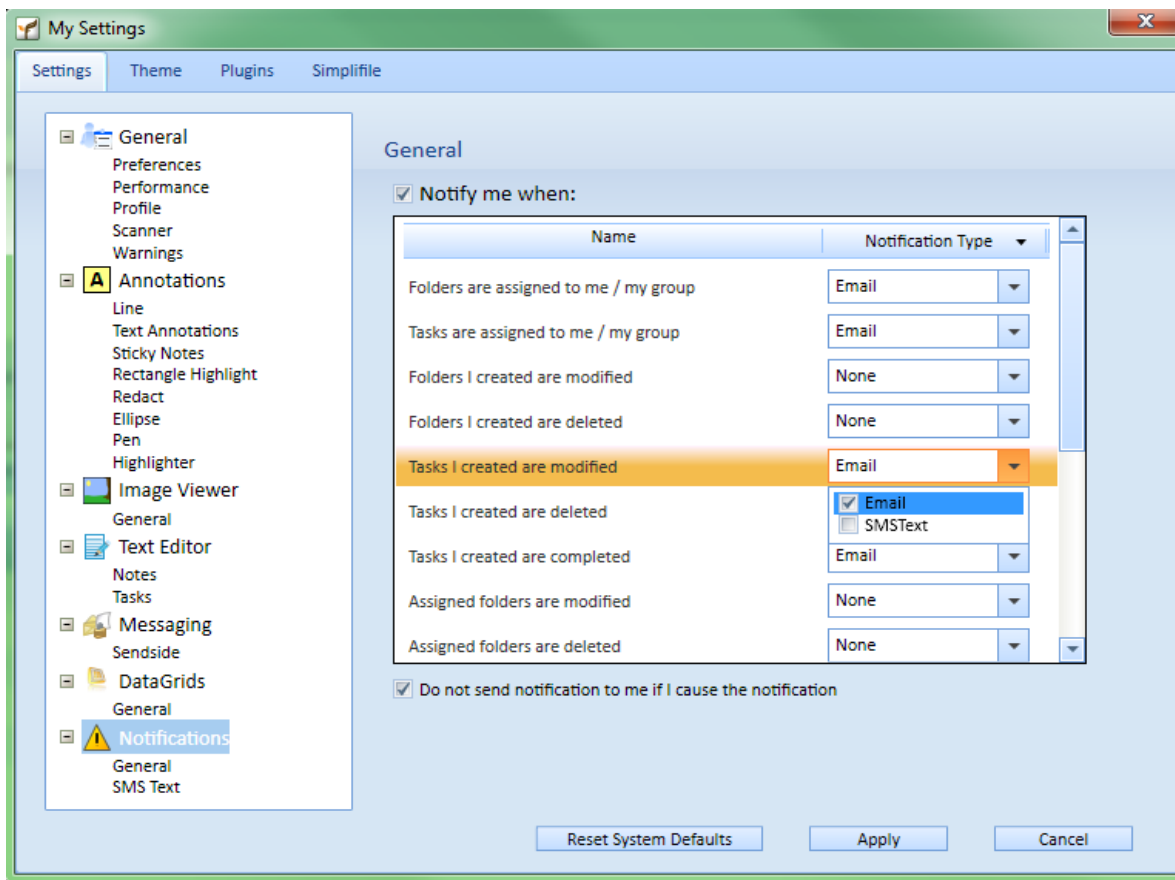
You've got Notification Mail!!

A little reminder is very helpful in keeping you and your day organized and on top of it all! GreenFolders Notifications provide a convenient way to stay connected to your folders, even when you do not have GreenFolders open on your desktop!

Choose for yourself which types of notifications you would like to receive*. A folder has been assigned to you; A task you created has been completed; A folder that has been assigned to you has been modified; A task assigned to you as been reassigned; are just a few examples of notifications you can receive through email or text!

My Settings

Find Notifications by clicking on the GreenFolders Button, My Settings, and then Notifications listed near the bottom. Click on the pull down menu next to each action to change the Notification Type. Place a check mark next to the email notification, text message notification or both!

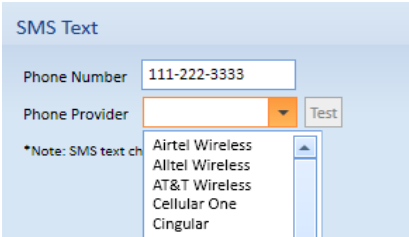


Email

When Email is selected, you will receive a simple message in the subject line identifying the action that took place. The Email message will contain the task name and/or folder name where the action took place and the name of the user that performed the action that caused the notification.

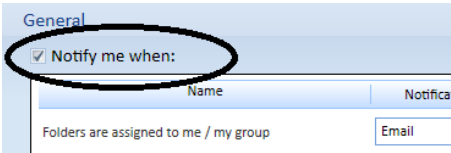
SMS Text**

When SMS Text is selected, a text message is received on your cellular device, indicating the task name and/or folder name where the action took place in and the name of the user that performed the action that caused the notification. To setup GreenFolders with your cellular device information, click on the SMS Text item below Notifications, then add the phone number and select your mobile service provider.



Notify Me When

For the times when you are out of the office, you can choose to stop all notifications. To turn all notifications off, uncheck the "Notify me when" box. When you return, simply check the box and the notifications will resume.



* Can be disabled with Security Privileges

** SMS text charges will apply

For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.
