Update your communications settings in Salesforce

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Update Email Settings

In Salesforce you can update your email settings to:

- Add an email signature
- Choose whether or not to automatically BCC your personal email address to emails you send through Salesforce
- Set a 'reply-to' email address that differs from your personal email address (not recommended).

To access email settings:

1. Select the 'profile' icon in the top right of the screen and then select 'Settings'



2. From the menu on the left, select 'Email' \rightarrow 'My Email Settings'

Q Quick Find	🔯 My Email Settings
✓ My Personal Information	
Advanced User Details	My Empil Cottings
Approver Settings	My Email Setungs
Change My Password	Outgoing Email Settings
Connections	What email address would you like to use as your return address?
Grant Account Login Access	Email Address e.cample@lse.ac.uk Would you like to automatically BCC emails to your return address?
Language & Time Zone	Automatic Bcc 🛛 💿 Yes 💿 No
Login History	This signature will be added to your outgoing emails (1333 characters max): Email Signature Enst wishes
Personal Information	Elaina Evamila
Reset My Security Token	Communications Manager Department of Generic Studies
Security Central	
> Display & Layout	
✓ Email	
My Email Settings	
My Email to Salesforce	Subscriptions
My Unresolved Items	
> Chatter	Save

3. Amend your settings as desired and then select 'Save'

Tip:

• By default, email signatures are plain text, i.e. you cannot change the text font, size or colour. However you can include HTML elements in your email signature to change the text style if you wish. You can also use this technique to change the default email text style by including a couple of blank lines at the top of your email

signature that are in the style you want to use. See below for some HTML you can use to replicate the School's standard email signature format.

Update Chatter Notification Settings

You can update your email notification settings to change which Chatter notifications you receive and how often you receive the 'personal digest' emails. You can choose to receive these daily, weekly, or never.

To access email notification settings:

1. Select the 'profile' icon in the top right of the screen and then select 'Settings'



2. From the menu on the left, select 'Chatter' \rightarrow 'Email Notifications'

Chatter Email Settings						
Chatter can email you when someone follows you, posts to your profile or groups, and more. You can also receive daily or weekly digests with posts and comments from your personal feed and groups.						
		Save Cancel				
General						
Receive emails	I					
v Personal						
Email me when someone:						
	Follows Follows me	8				
	Posts or Likes Posts on my profile	2				
	Shares a post I made (Salesforce Classic only)	✓				
	Likes or upvotes my post or comment					
	Comments Comments on my posts	2				
	Comments on a post on my profile	 ▼				
	Comments after me	✓				
	Comments on an item I bookmarked	✓				
	Comments on an item I like	×.				
	Mentions, Messages, or Endorsements Mentions me in a post	2				
	Mentions me in a comment	· · · · · · · · · · · · · · · · · · ·				
	Sends me a message	~ I				
	Endorses me on a topic	✓				
Set frequency for personal digest: i	Daily	0				
	Weekly Never	0 0				
▼ Groups						
Set default frequency for groups I join:	Email on every post Daily digests Weekly digests Limited	0 0 0				
Group	1	Email on Each Post i	Dally Digests i			
ARD Systems Team		۲	0			

3. Amend your settings as desired and select 'Save'. It is not recommended to uncheck the 'receive emails' box, and please consider carefully before amending any of the 'Comments' or 'Mentions, Messages or Endorsements' checkboxes, as colleagues may be expecting you to reply to comments or mentions they make. The 'Groups' section allows you change notification settings for any groups or teams that you are a part of.

HTML for standard email signatures

To replicate the School's standard email signature, paste this <u>Email Signature HTML</u> into the 'Email Signature' box (see above). Change the bits in red to reflect your own personal details.