Update your communications settings in Salesforce

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Contents

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' → 'My Email Settings'
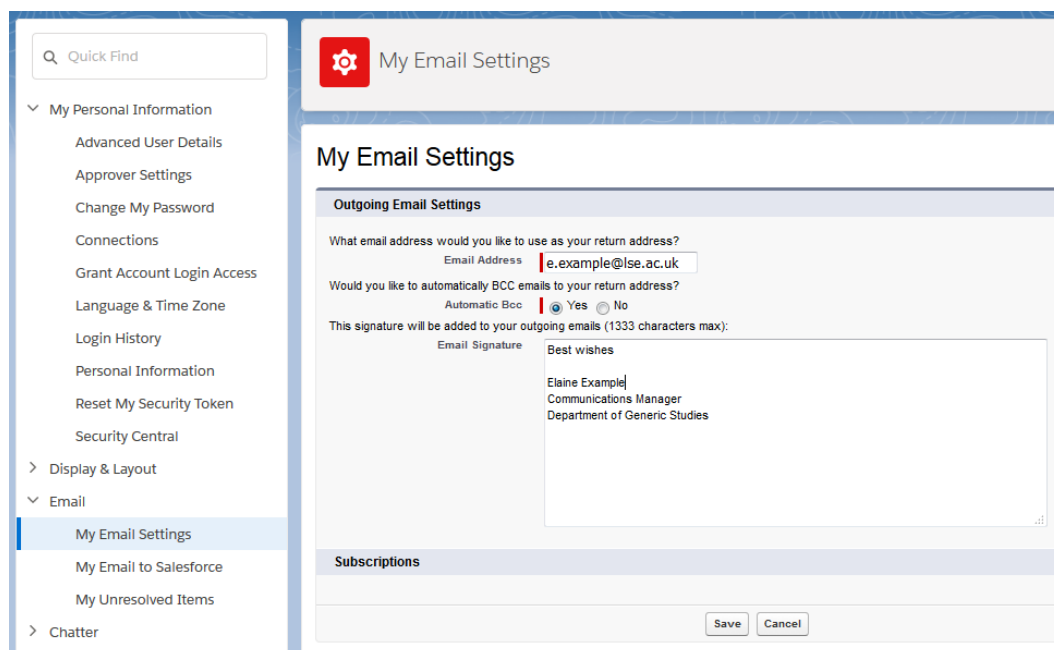
3. Amend your settings as desired and then select 'Save'

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' → '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]

▼ Personal

Email me when someone:

Follows
Follows me ☑

Posts or Likes
Posts on my profile ☑
Shares a post I made (Salesforce Classic only) ☑
Likes or upvotes my post or comment ☐

Comments
Comments on my posts ☑
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 ☑
Mentions me in a comment ☑
Sends me a message ☑
Endorses me on a topic ☑

Set frequency for personal digest: [i]
Daily ○
Weekly ○
Never ◉

▼ Groups

Set default frequency for groups I join: [i]
Email on every post ○
Daily digests ○
Weekly digests ○
Limited ◉

Group	Email on Each Post [i]	Daily Digests [i]
ARD Systems Team	◉	○

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 Email Signature HTML into the 'Email Signature' box (see above). Change the bits in red to reflect your own personal details.