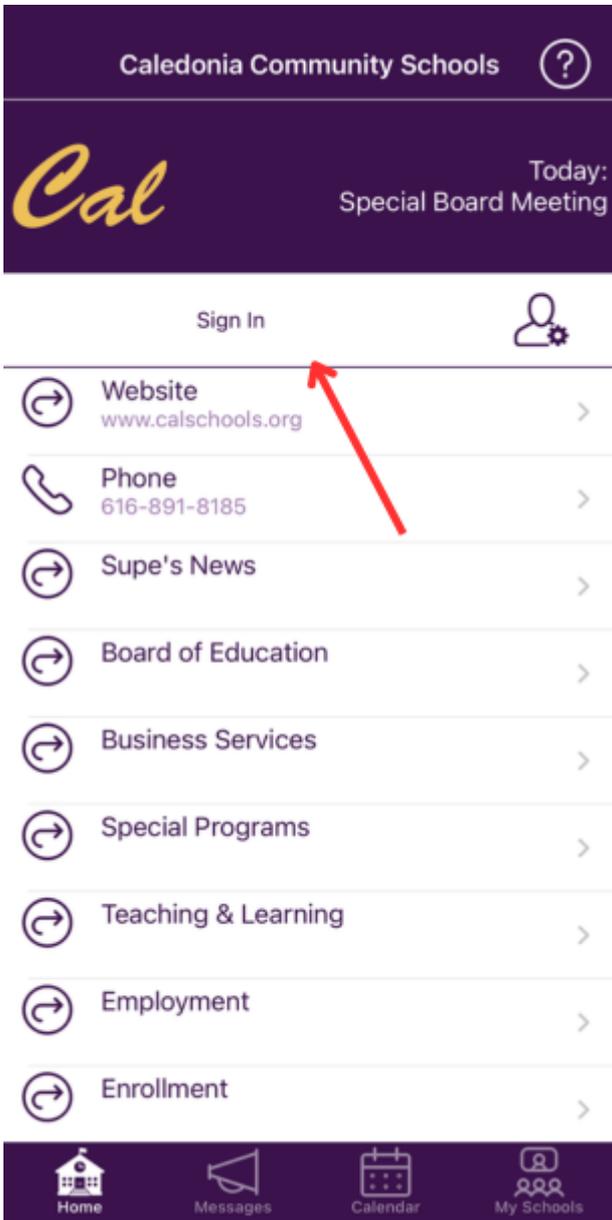


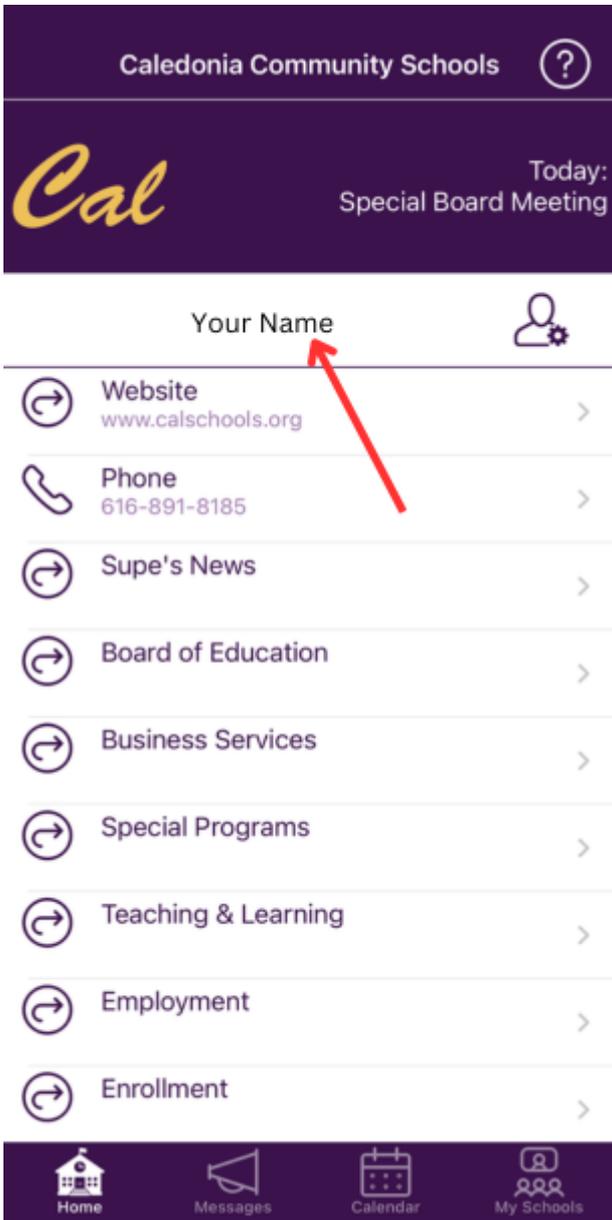
# How to Edit Email/Text Notification Settings on the CCS App

**This article will show how to edit your email and text notification settings on the Caledonia Community Schools app.**

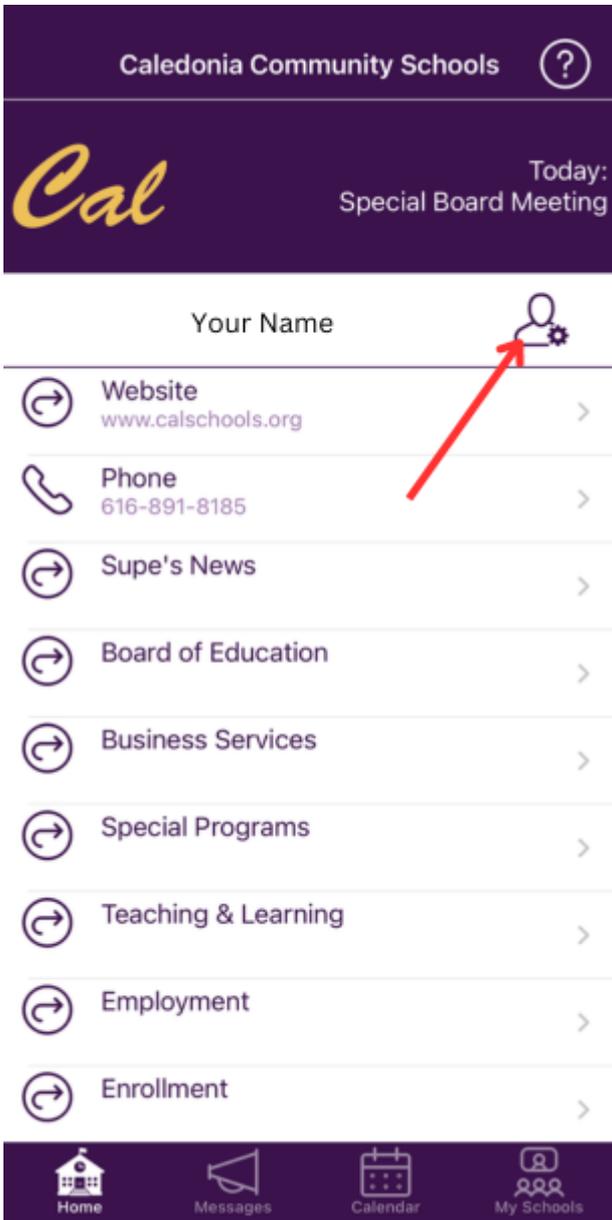
1. Go to the Caledonia Community Schools app.
2. If you are not already signed in, click "Sign In" and sign in.



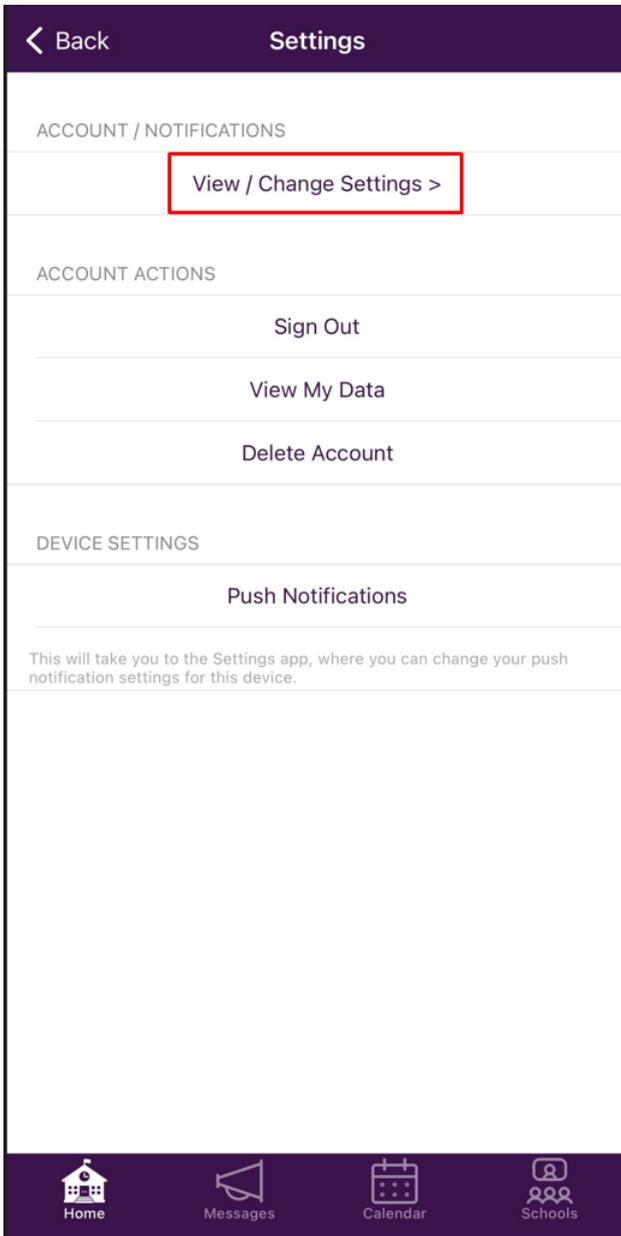
3. Click on your name.



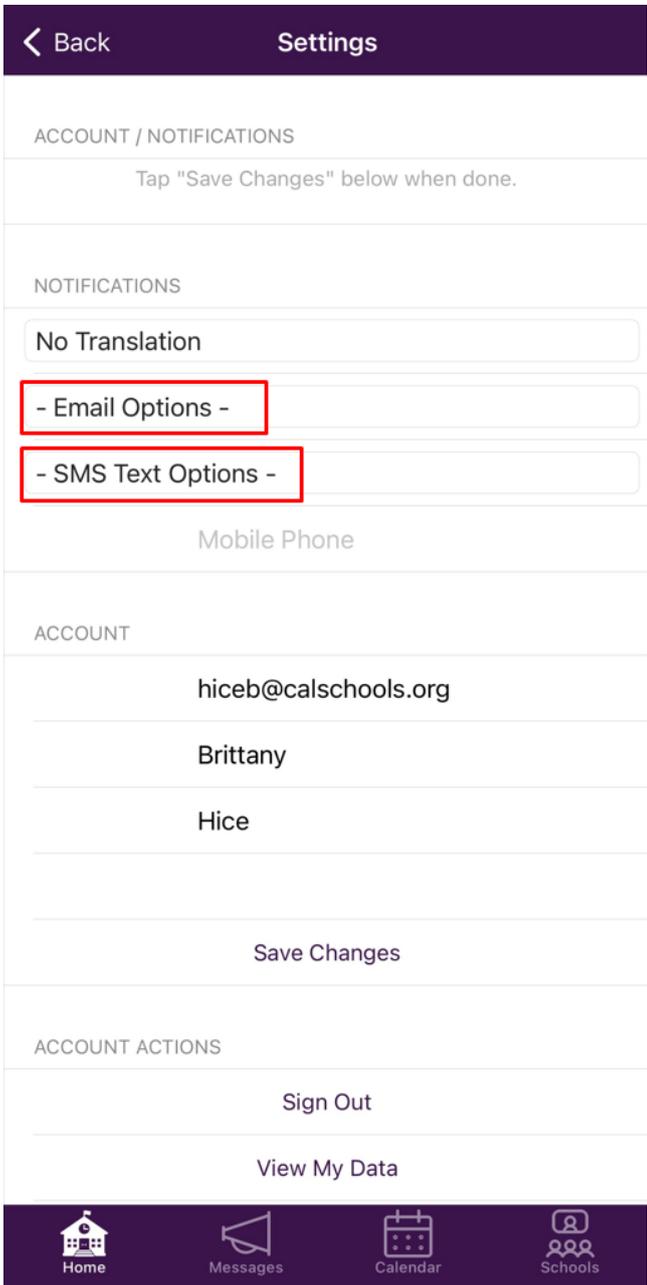
4. Click the Settings button.



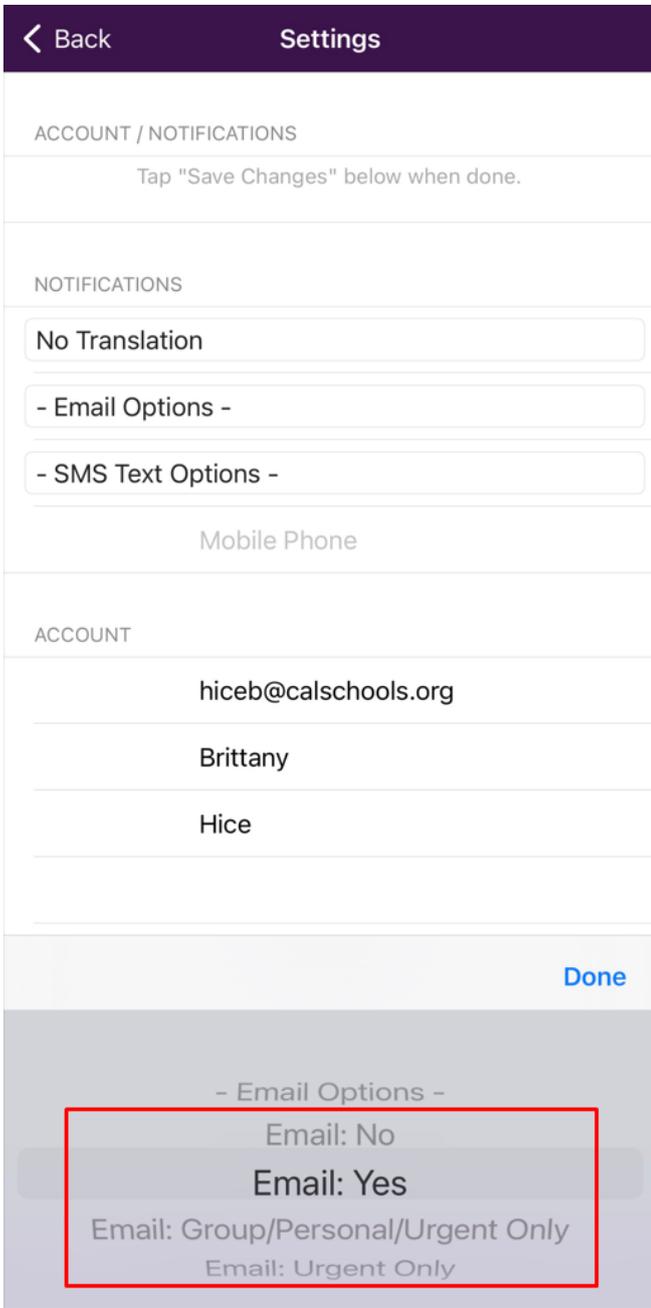
5. Click "View/Change Settings".



6. Click the box next to "Email Notifications" or "SMS Text Notifications".



6. Select an option.



7. Click "Done".

< Back

## Settings

### ACCOUNT / NOTIFICATIONS

Tap "Save Changes" below when done.

### NOTIFICATIONS

No Translation

- Email Options -

- SMS Text Options -

Mobile Phone

### ACCOUNT

hiceb@calschools.org

Brittany

Hice

 Done

- Email Options -

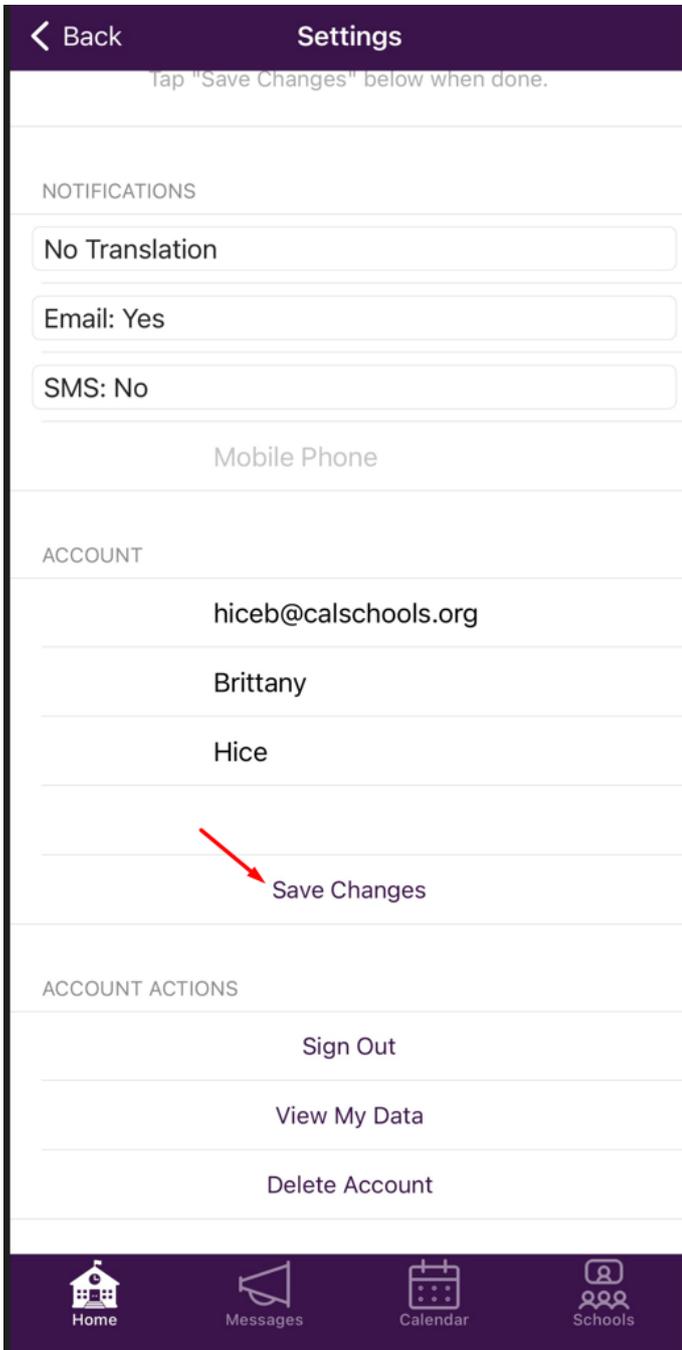
Email: No

**Email: Yes**

Email: Group/Personal/Urgent Only

Email: Urgent Only

8. Click "Save Changes".



Revision #4

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