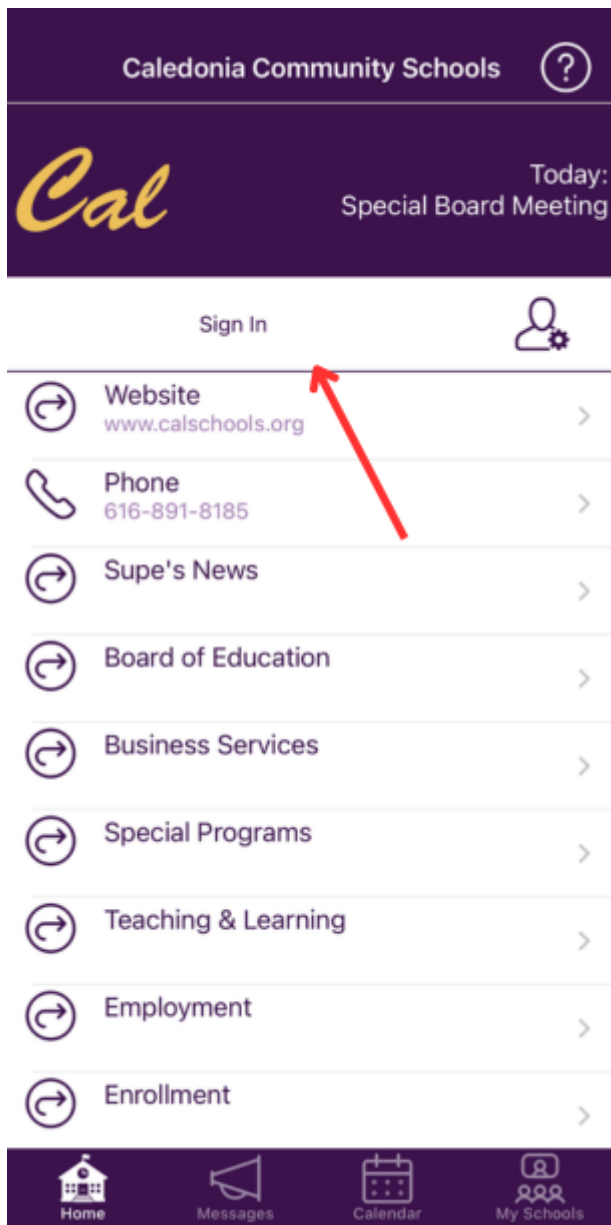


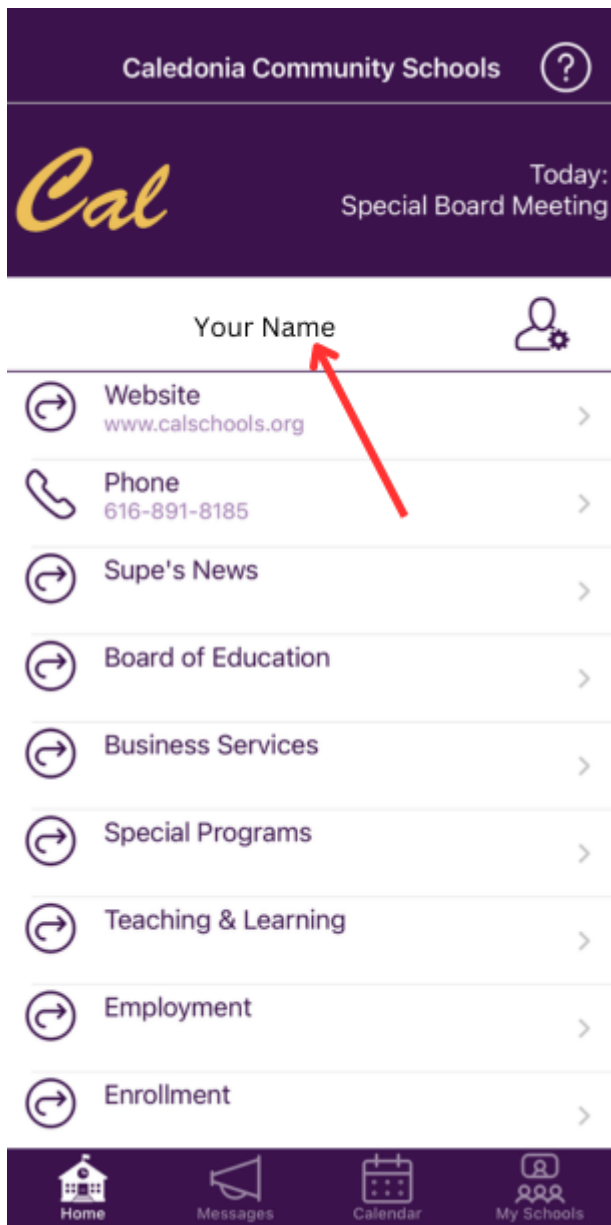
How to Edit Email/Text Notification Settings on the CCS App

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

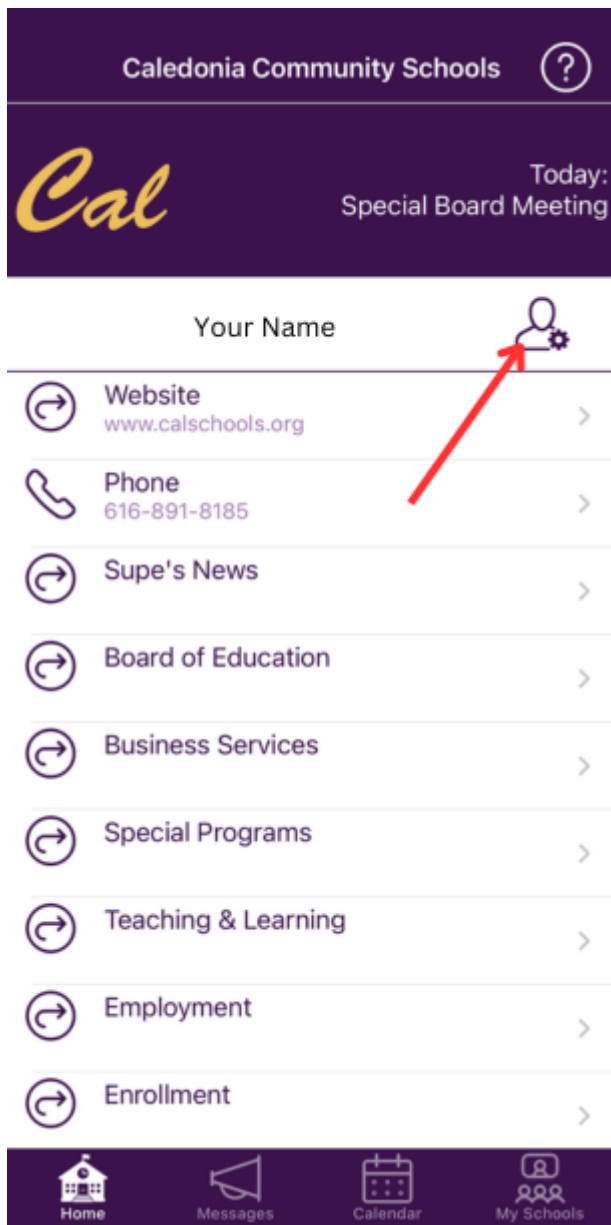
1. Go to the Caledonia Community Schools app.
2. If you are not already signed in, click "Sign In" and sign in.



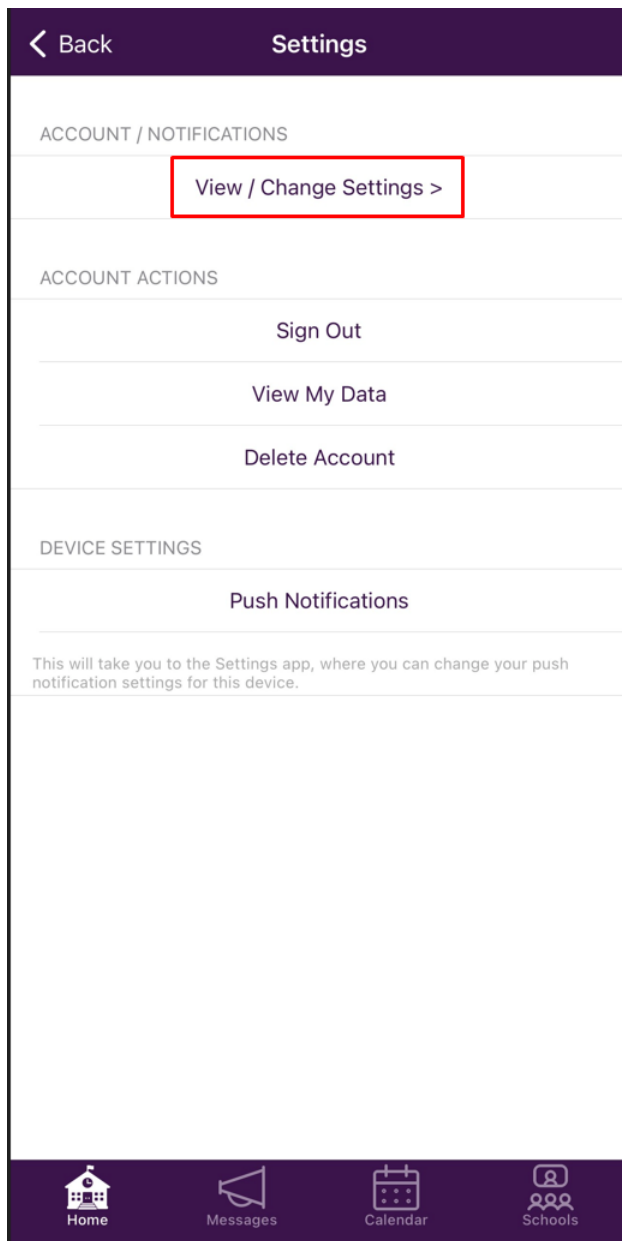
3. Click on your name.



4. Click the Settings button.



5. Click "View/Change Settings".



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

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

Save Changes

ACCOUNT ACTIONS

Sign Out

View My Data

Home

Messages

Calendar

Schools

6. Select an option.

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

7. Click "Done".

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".

Back

Settings

Tap "Save Changes" below when done.

NOTIFICATIONS

No Translation

Email: Yes

SMS: No

Mobile Phone

ACCOUNT

hiceb@calschools.org

Brittany

Hice

Save Changes

ACCOUNT ACTIONS

Sign Out

View My Data

Delete Account

Home

Messages

Calendar

Schools

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