Piazza – How Modify Email Notifications

1. Go to https://piazza.com/ and click **Login**. Enter your Email and the Password you created when setting up your account. You can also check the **Remember me** box if you are on a personal computer.	
2. In the top navigation bar in Piazza, click the **gear icon** to the right of your name. Then select **Account/Email settings** from the drop-down menu.	
3. To change email notifications, click **Edit Email Notifications** under Class & Email Settings.	
4 Determine your preference **For new Questions or Notes** by selecting the applicable radio button. We recommend selecting **No emails** or the **Daily Digest**. - **No emails** mean you will receive no email notifications and will login to Piazza to see posts. - Real Time means you will receive email notifications immediately. - **Daily Digest** means you will receive one email per day with information about all of the new Piazza site posts (if there are any new posts within 24 hours). - Smart Digest means you will receive one email every (set hours) with information about all of the new Piazza posts that have been created within that time period.	
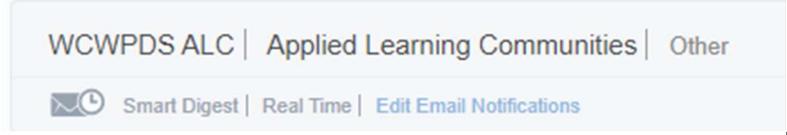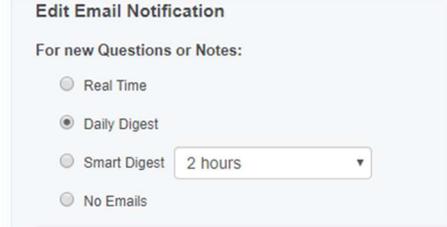
5	Determine your preference **For updates to Questions or Notes you follow** by selecting the applicable radio button. Then click **Save Settings**.	For updates to Questions or Notes you follow: ◉ Real Time ○ No Emails ☐ Automatically follow every question and note. **Save Settings** Cancel