Subscribing to a Folder or Entry

If you are particularly interested in a specific folder or entry, you can configure UMVibe to send you e-mail notifications whenever any activity takes place in that folder or entry. This is called “subscribing” to that folder or entry. Folder owners can also configure UMVibe to send e-mail notifications to other UMVibe users. However, because a user’s individual subscription settings override those of the folder owner, you can override any higher-level configurations.

Subscribing to a Folder

- Navigate to the folder that you want to subscribe to.
- In the Action Toolbar, click the Folder menu.
- Select E-Mail Notification. The E-Mail Notification form will open.
- Follow instructions under Selecting Notification Types and Delivery Destinations on Pg. 2 of this document.

Subscribing to an Entry

- Navigate to and open the entry that you want to subscribe to.
- At the bottom of the entry, there is a Footer toolbar (as shown here):

  ![Footer Toolbar]

  - In the Footer Toolbar, click Subscribe to This Entry. The E-Mail Notification form will open.
  - Follow instructions under Selecting Notification Types and Delivery Destinations on Pg. 2 of this document.
Selecting Notification Types and Delivery Destinations

This E-Mail Notification form enables you to choose which type of notification you want to receive, as well as the e-mail address that you want the notifications to be sent to:

The e-mail address(es) listed is/are based on your UMVibe Profile. Your UM e-mail address will automatically default. If you have another e-mail address you want to use, you will need to add it to your Profile first. See the Personal Workspace and Profile document for further information on this.

- In each section in the E-Mail Notification box, you can select an e-mail address where you want the notifications to be sent. You can select multiple e-mail addresses by pressing the Ctrl key while selecting each e-mail address.
- The e-mail notification types include:
  - **Digest** – (Available for folders only) UMVibe sends one message that summarizes all the activity that took place in the folder and its sub-folders. UMVibe sends digest notifications daily (unless changed by your workspace administrator).
  - **Individual Messages** – (Includes attachments) UMVibe sends one message for every new or changed entry, and messages include attached files.
  - **Individual Messages without Attachments** – UMVibe sends one message for every new or changed entry. The e-mail messages do not include files that might be attached to the new or changed entries. UMVibe sends all types of individual notifications every five minutes.
  - **Message Suitable for Text Messaging** – UMVibe sends a message suitable for viewing as a text message. The content of the message includes only the linked title of the new or changed entry. UMVibe sends text-message notifications up to every five minutes.
- (Optional) Select **Override present notifications with these selections** if you want your selections to override those made by the administrator or folder owner.
- Click OK.