

STAFF/FACULTY

Change Search and Email Preferences in Workday

1. Click the *Cloud icon* on your Workday Screen.
2. Click *My Account*.
3. Click *Change Preferences*.

There are multiple categories for search results within Workday. By setting your preferred search category, you indicate the default search method. Scroll down to the *Search Preferences* heading and choose the option you want your search to always default to when using the search field.

All of Workday is recommended.

4. Click **OK**.

Email Preferences

By setting your email preferences, you indicate the frequency you would like to receive email notifications.

Select Email – Channel – Notification Type – Select Frequency

1. Select **OK**.
2. Review Email Preferences.
3. Select **Done**.

