

---

## How to manage Notifications

---

Notifications are when you receive an alert generated by the Journey App to notify the user of a new message, update, or post. Notifications are sent via email, in-app, or on your phone.

Follow these instructions to be able to turn off or on your notifications. This must be done on the computer.

1. Go to <https://hhlm.circle.so/home>. Be sure to sign in!
2. In the very far right upper-hand corner, there is an icon with your initials, or it is your picture if you have changed it. Click on that icon.
3. Click on Notifications.
4. You will see all the different places where you can get notifications. On the right-hand side, you will see 2-3 columns. In these columns, you can decide if you want an email, an in-app, and/or a mobile (phone) notification. (If you have not downloaded the phone app, you will not have the mobile notification column.)
5. In these columns, check or uncheck the boxes of the notifications you do or do not want.
6. Once you check or uncheck the notifications you want to receive, click **Save Changes** at the bottom.

\* If you select email notifications, please refrain from replying to the email. Replying to the email does not post a response but is sent to the HHLM office. Instead, visit the Journey app to either comment or message.