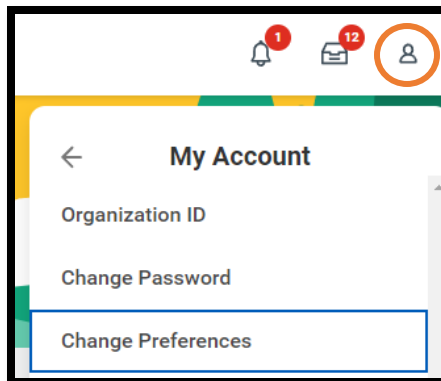# Getting Started: Workday Email Notifications

Changing your Settings

1. Click your **Profile** icon in the top-right corner of your **Home** page

2. Select **My Account**

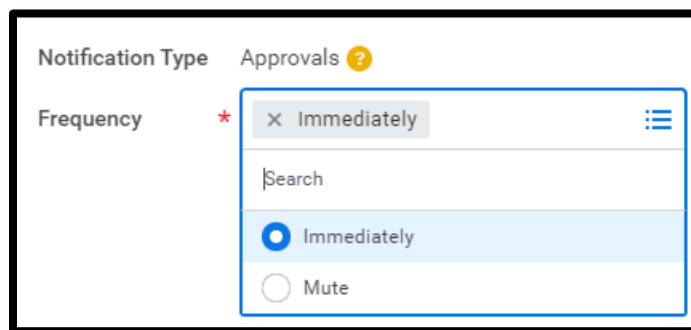3. Select **Change Preferences**

4. Scroll to the bottom of the page to the **Channel** section

Hover over the ❓ **WalkMe Smart Tips** for guidance on what each **Notification Type** means.

5. Review each **Notification Type** and adjust **Frequency** as desired by clicking on the drop down menu and selecting the appropriate option

6. Once all are reviewed, click **OK** at the bottom.

Have Questions? Contact our Employee Contact Center at 570-271-6640 or via email at employeecontactcenter@geisinger.edu.

Geisinger

Your screens and processes may vary from this document.   1

Getting Started: Workday Email Notifications

Frequently Asked Questions

How do I get a copy of the notifications that are in my bell 🔔 to go to my email?

Be sure to set the notification type of **Custom Business Process Notifications** to the frequency of **Immediately**.

What email address do the emails come from?

Workday email notifications come from geisinger@myworkday.com. **Do not reply to this email address.** If you have questions, please contact our Employee Contact Center at 570-271-6640 or via email at employeecontactcenter@geisinger.edu

What do the emails look like?

There are several types of emails you could get. One of the most important ones to keep an eye out for are labeled **Workday Task - Action Required**. This means there is a task in your Workday inbox 📨 that needs your attention.