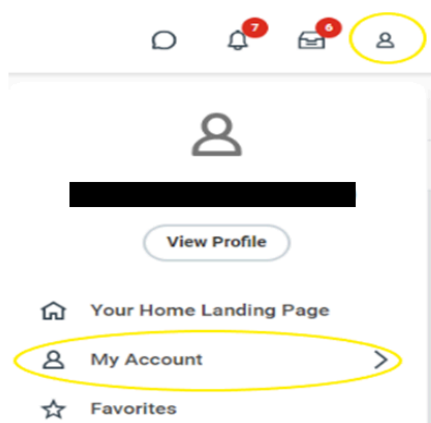
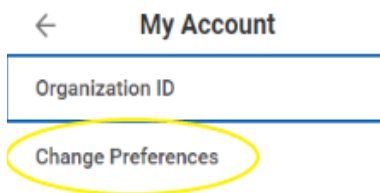


## Workday Task Email Notifications

1. Sign into your Brown Workday account
2. Select “My Account”



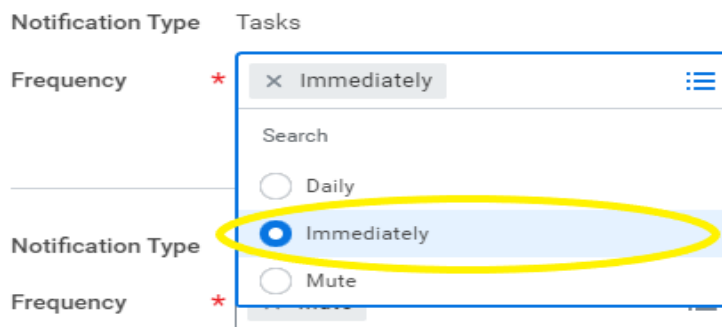
3. Select “Change Preferences”



4. Scroll down to the “Parent Notification Type – Business Processes” section

Parent Notification Type    Business Processes

5. Select your desired notification frequency for “Tasks”



6. Select “Ok” to save
7. An email will be sent when an expense report is in your tasks

8. Click “Done” to return to your homepage