

Quick Reference Guide - Managing Email Preferences

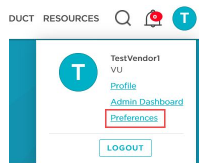
Vendor users have the option to turn off email notifications from K-Link. These email notifications will communicate when there is work to be completed within K-Link regarding the item set-up attribution and image upload/sample process. If email notifications are turned off, users will need to go into K-Link and check for incomplete work. It is recommended to leave email notifications enabled if users are responsible for entering attributes and/or providing images/sample information.

Step 1: Log Into K-Link: link.kohls.com

Step 2: Click on your initial in the blue circle in the upper right hand corner of the K-Link Dashboard.

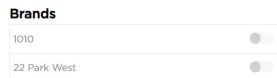
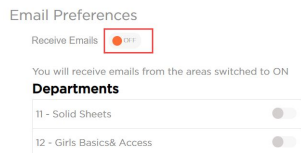
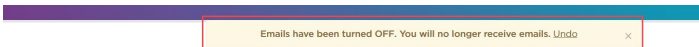


Step 3: Select “Preferences”

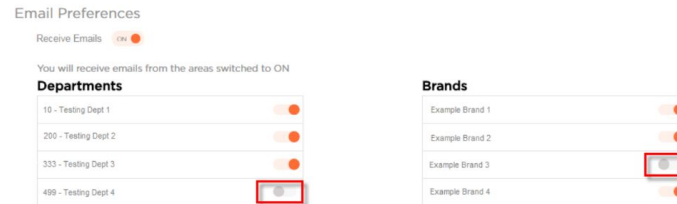


Step 4: Users can either turn off (A) All email notifications or (B) Select departments/brands email notifications

(A) Turn off all email notifications by switching the orange toggle button to “Off”. A notification will appear at the top of your screen saying that email notifications have been turned off.



(B) Turn off email notifications for specific departments and/or brands by selecting the orange toggle button next to the corresponding department or brand.



Step 5: Email notifications can be turned back on by switching the orange toggle button to “On”.

Note: Users will still receive bell notifications within K-Link even though email notifications are turned off.

