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.

K Link	REPORTS PRODUCT RESOURCES Q 🚊 🚺
Welcome Test Vendor1	Tarthroad Drug Marin Davidoord Dratecoces L00007
ep 3: Select "Preferences"	
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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.

	Emails have been turr	ned OFF. You will no longer receive emails. Unde	2 ×
ail Preferences			
Paceiva Emaile			
You will receive emails from the a	reas switched to ON		
You will receive emails from the a Departments	reas switched to ON	Brands	
You will receive emails from the a Departments 11 - Solid Sheets	reas switched to ON	Brands 1010	0

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

ail Preferences		
Receive Emails 🛛 🙀 🔴		
You will receive emails from the areas switched to ON Departments	Brands	
10 - Testing Dept 1	Example Brand 1	
200 - Testing Dept 2	Example Brand 2	
333 - Testing Dept 3	Example Brand 3	0
499 - Testing Dept 4	Example Brand 4	

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.



