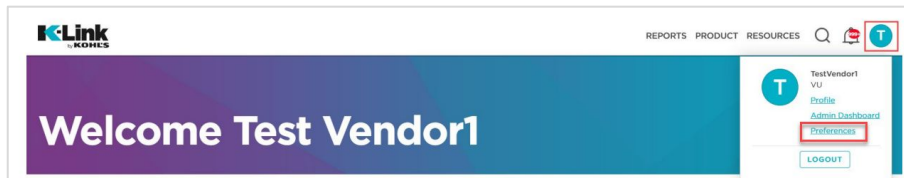


# Managing Email Preferences

Vendor users can choose to turn off K-Link email notifications, which alert them about pending tasks related to item setup, attributes, and images/samples. If disabled, users must manually check K-Link for incomplete work. It's recommended to keep notifications on for those responsible for these tasks.

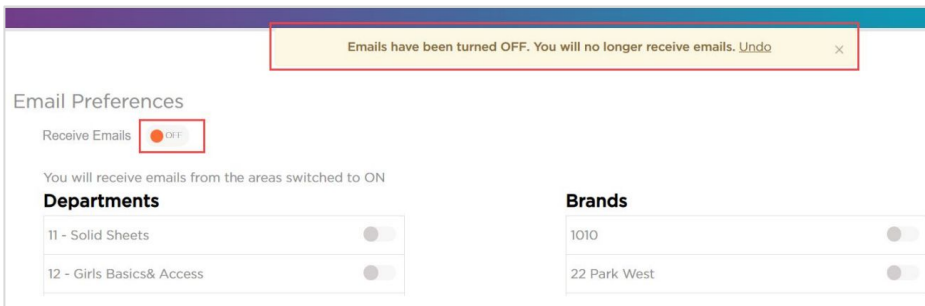
**Step 1:** Click on your initial in the blue circle in the upper right hand corner of the K-Link Dashboard.

**Step 2:** Select "Preferences"

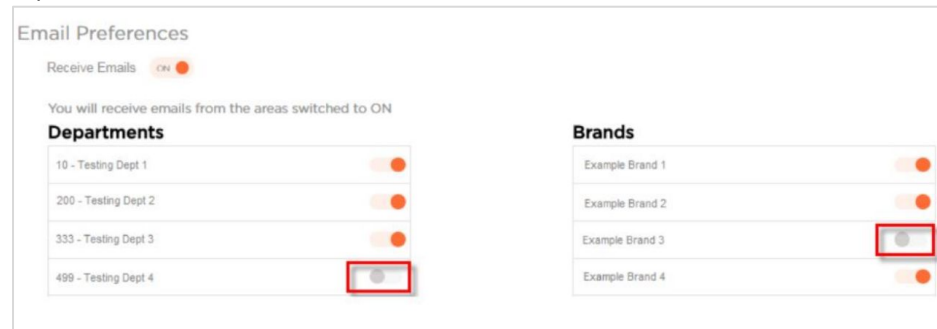


**Step 3:** Users can either turn off (A) All email notifications or (B) Select departments/brands email notifications

(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.

