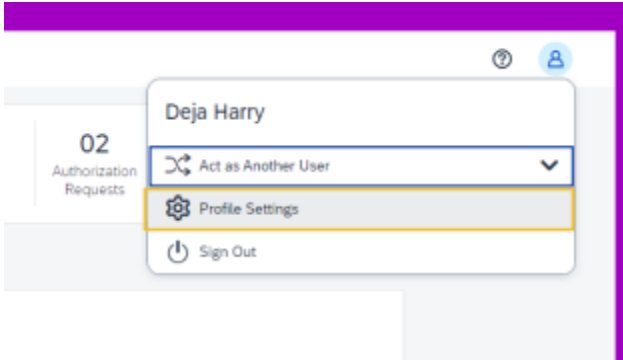
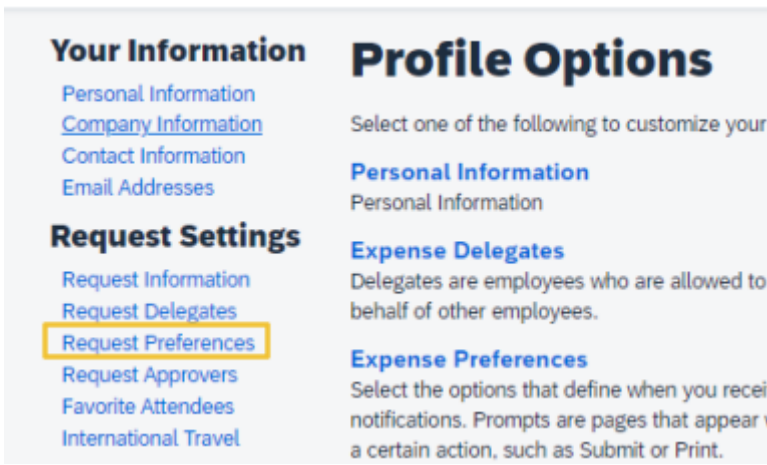
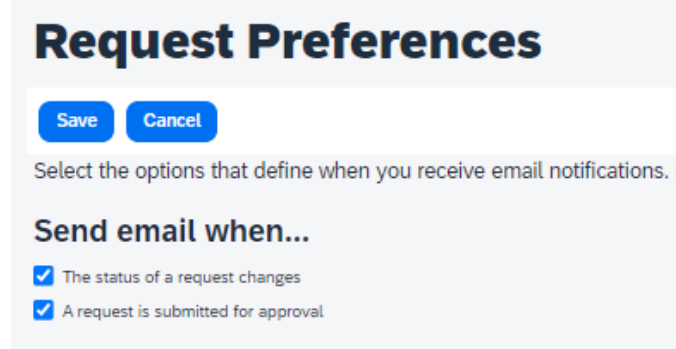


How to Edit Email Notification Preferences

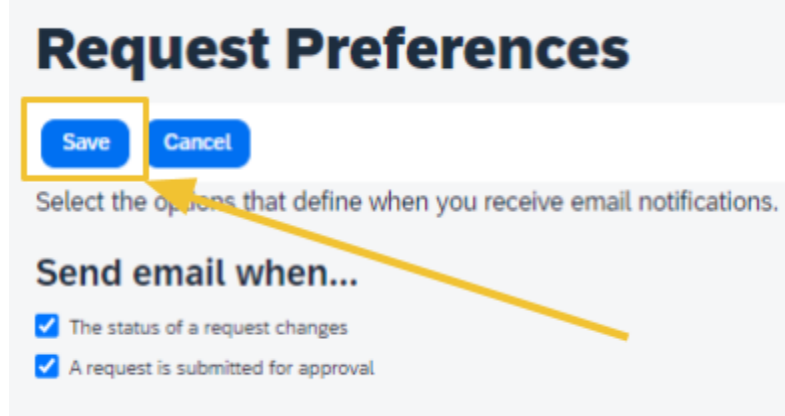
Within Concur, you can opt in or out of email notifications for certain events. This can be done for both Requests and Expenses.

<p>Step 1:</p> <p>To see your email preferences for Travel Requests, go to the Profile icon in the right hand corner and select Profile Settings</p>	
<p>Step 2:</p> <p>On the Profile Options page, go to the left menu. Under Request Settings, click Request Preferences</p>	
<p>Step 3:</p> <p>Select from the list the notifications you wish to receive by clicking the checkbox to the left.</p>	

Step 4:

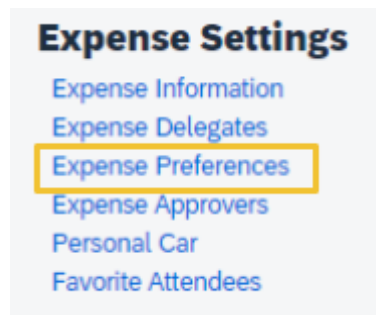
Click **Save** to lock in your selections.

You will now only receive notifications for the selected events



Step 5:

To do the same for Expense Notifications, on the Profile Options page, under the Expense Settings section on the left, select **Expense Preferences**



Step 6:

Select from the list the notifications you wish to receive by clicking the checkbox to the left.

Click **Save** to lock in your selections

