

# Receive Moderation Notifications

If you would like to receive Moderation Notifications (Nightly email reminders for content approval)

1. Once you are logged into Concerto click on "Settings" under your name at the top-left of the web-page.



2. You will be redirected to the Edit User page. Please check the "Receive Moderation Notifications" box to enable Nightly Emails reminders.

A screenshot of the "Edit User" form. The form is titled "Edit User" and has a "PROVIDE DETAILS" section. Under "Name", there are two input fields: "Test" and "User". Under "Email", there is one input field: "testuser@clarkson.edu". Below this is the "OPTIONS" section. Under "Locale", there is a dropdown menu with "en" selected. Under "Time Zone", there is a dropdown menu with "(GMT-05:00) Eastern Time (US & Canada)" selected. Below the "Time Zone" dropdown, there is a checkbox labeled "Receive Moderation Notifications" which is checked. A red arrow points to this checkbox. At the bottom of the form, there are three buttons: "Update User", "Change Password", and "Cancel". Below the form, there is a footer that says "For help please contact the IT Helpdesk at x4357 or helpdesk@clarkson.edu".

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