

How to turn on notifications for the Washburn Video Server:

1. Log in to the Washburn Video Server by clicking “Washburn CAS” below the initial login page and enter your Washburn login information.
2. Once you are logged in, click the bell icon on the top right of the page next to your name in the right corner.
3. Once you click the bell, a drop-down tab will open. From here you will click “Settings” on the top right of this tab.
4. This will take you to the “User Notifications” page. From this page you will scroll down to the bottom where it says, “Library Notifications.” Under this section, you will see a table where you will find all of the libraries you are part of. Find the library you want notifications from and click “Action” then “Edit.”
5. This will open up your notification settings for this particular library. From here, you can click what type of notifications you would like to receive for the various choices they have listed.

*Note: "Web" notifications will send notifications will show up under the bell on your account.

“E-mail” notifications are sent to the same email address you used to log into the system.

6. When you have finished altering your notifications, scroll up and click the green “Save” button to save your changes.
7. It will then take you back to your other libraries if you would like to alter other notifications.