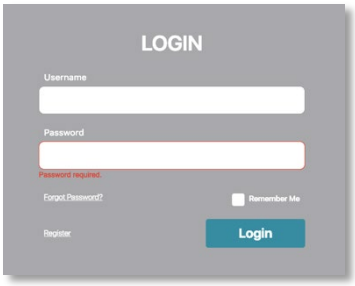
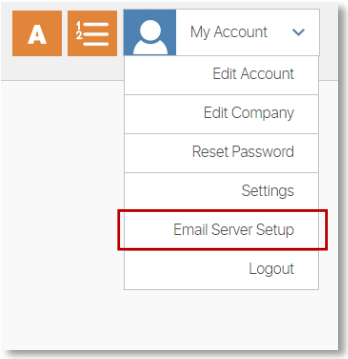
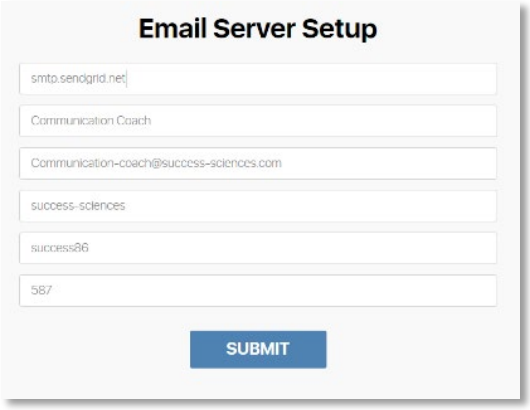
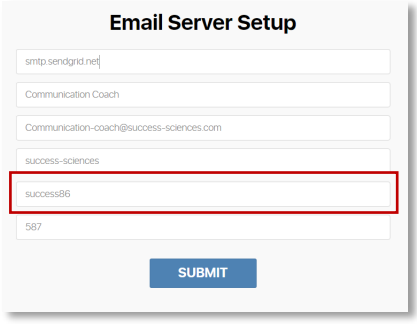
» How to turn on/off email notifications temporarily or permanently:

1. Log into your **Company Admin** account.	
2. Navigate to **Email Server Setup** in the upper right corner, under **My Account**.	
3. The correct settings are shown to the right.	
4. To disable email notifications either temporarily or permanently, change the second to last field to prevent the web app from sending emails. Add a character or numeral to the end of the text (**example**: success866, instead of: success86).	

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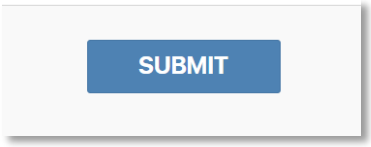
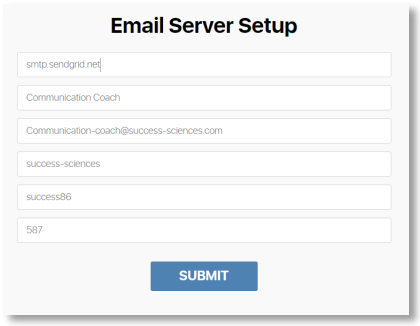
5. Press **Submit**.	
6. To re-enable the email notifications, delete the extra character to match the settings shown to the right. Then press **Submit**. **Note: While the email notifications are disabled, users cannot regain forgotten passwords.**	

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