Managing your scheduled reminders

In this article

Get reminders in Slack when you or your team have pull requests waiting for review.

About scheduled reminders for users 🔗

Scheduled reminders are used to make sure that users focus on the most important review requests that require their attention. Scheduled reminders for pull requests will send a message to you in Slack with open pull requests needing your review at a specified time. For example, you can setup scheduled reminders to send you a message in Slack every morning at 10 AM with pull requests needing to be reviewed by you or one of your teams.

For certain events, you can also enable real-time alerts for scheduled reminders. Real-time alerts get sent to your Slack channel as soon as an important event, such as when you are assigned a review, takes place.

You can set scheduled reminders for personal or team-level review requests for pull requests in organizations you are a member of. Before you can create a scheduled reminder for yourself, an organization owner must authorize your Slack workspace. For more information, see "[Managing scheduled reminders for your organization](#)."

GitHub Enterprise Cloud will only trigger reminders for up to five repositories per owner and 20 pull requests per repository. Reminders are not sent when changes are merged from upstream into a fork.

Creating scheduled reminders for your personal account 🔗

1. In the upper-right corner of any page, click your profile photo, then click **Settings**.

2 In the "Integrations" section of the sidebar, click 🕐 **Scheduled reminders**.

3 Next to the organization you'd like to schedule reminders for, click ✎.

4 Under "Slack workspace", click **Authorize Slack workspace** and follow the instructions.

5 Under "Days", click **Weekdays** ▾ to select one or more days you'd like to receive scheduled reminders.

6 Under "Times", click **9:00 AM** ▾ to select one or more times you'd like to receive scheduled reminders. Optionally, to change your timezone, click ▾ next to your current timezone and select a different time zone.

7 Optionally, to receive scheduled reminders for reviews you've been assigned to, select **Review requests assigned to you**.

8 Optionally, to receive scheduled reminders for reviews assigned to a team you're a member of, select **Review requests assigned to your team**.

9 Optionally, to receive Slack messages as soon as certain events happen, select

Enable real-time alerts and select the events to receive real-time alerts for.

⑩ Click **Create reminder**.

⑪ Optionally, to test your reminder, click 📢.

Managing scheduled reminders for your personal account 🔗

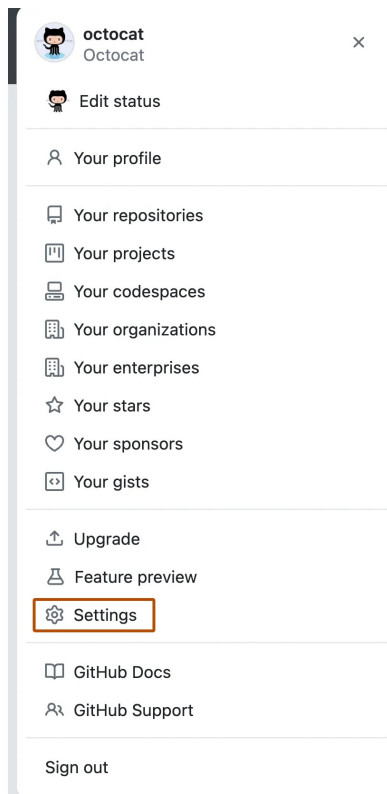① In the upper-right corner of any page, click your profile photo, then click **Settings**.
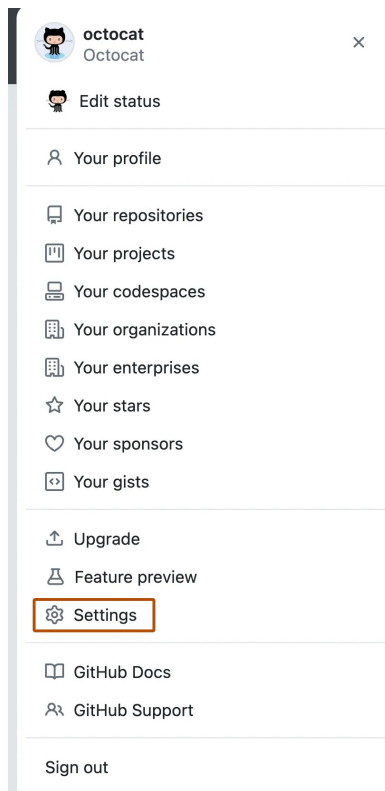
② In the "Integrations" section of the sidebar, click 🕐 **Scheduled reminders**.

③ Next to the organization you'd like to edit scheduled reminders for, click 🖉.

④ Make one or more changes to your scheduled reminder.

⑤ To save your changes, click **Update reminder**.

⑥ Optionally, to test your reminder, click 📢.

Deleting scheduled reminders for your personal account 🔗

① In the upper-right corner of any page, click your profile photo, then click **Settings**.

2. In the "Integrations" section of the sidebar, click 🕐 **Scheduled reminders**.

3. Next to the organization you'd like to delete reminders for, click ✎.

4. At the bottom of the page, click **Delete this reminder**.

5. To confirm that you want to delete the scheduled reminder, click **OK**.

Further reading 🔗

- "[Managing scheduled reminders for your organization](#)"
- "[Managing scheduled reminders for your team](#)"

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