1. **Account Info:**
   a. Setup up email notifications for Attendance and Grades.
   b. Email notifications may be setup to receive an Email or Wall message or Both.

2. **Messages:**
   a. From the Home Tab on the left, Set up **Home Settings** for Messages posted from various departments.
      i. Click on the **Home** tab.
      ii. Click on the **icon to setup** **Home Settings**
   b. Click on **Home Settings**
c. Select Options to Hide Messages specifying after how many days.
d. Select the Option to Hide Upcoming Events.
e. Click the Save button.

3. **Calendar:**

1. Select the Calendar Tab on the left
2. Click on Calendar Options|Calendar Display
   a. Ability to select and color code Activities to be displayed on the calendar.