

# Change your notification preferences



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You can add, remove, or edit your cell phone number and email address as well as adjust your app and desktop notifications via your Remind dashboard.

## Web

- 1 Log into your Remind account on a computer.
- 2 Click your name in the upper left corner and then click on **Account settings**.
- 3 Select the **Notification Preferences** tab.
- 4 Set your preferred way to receive notifications.

**Note:** You can change, add, or remove an email or phone number in your account on this page. Once added, you will need to confirm your new device through a 4-digit confirmation code; so make sure you can easily access your landline and/or mobile number.

The screenshot shows the Remind Demo District dashboard. At the top, there is a navigation bar with tabs for OVERVIEW, MESSAGES, CALLS, SCHOOLS, STATISTICS, SIS SYNC, and SETTINGS. The main content area displays a summary: "1 teacher sent messages to 19 students and 13 parents last week." Below this is a table titled "Most communication on Remind" with columns for School, Messages sent, and Active teachers. A line graph below the table shows "293 messages were delivered on Remind yesterday".

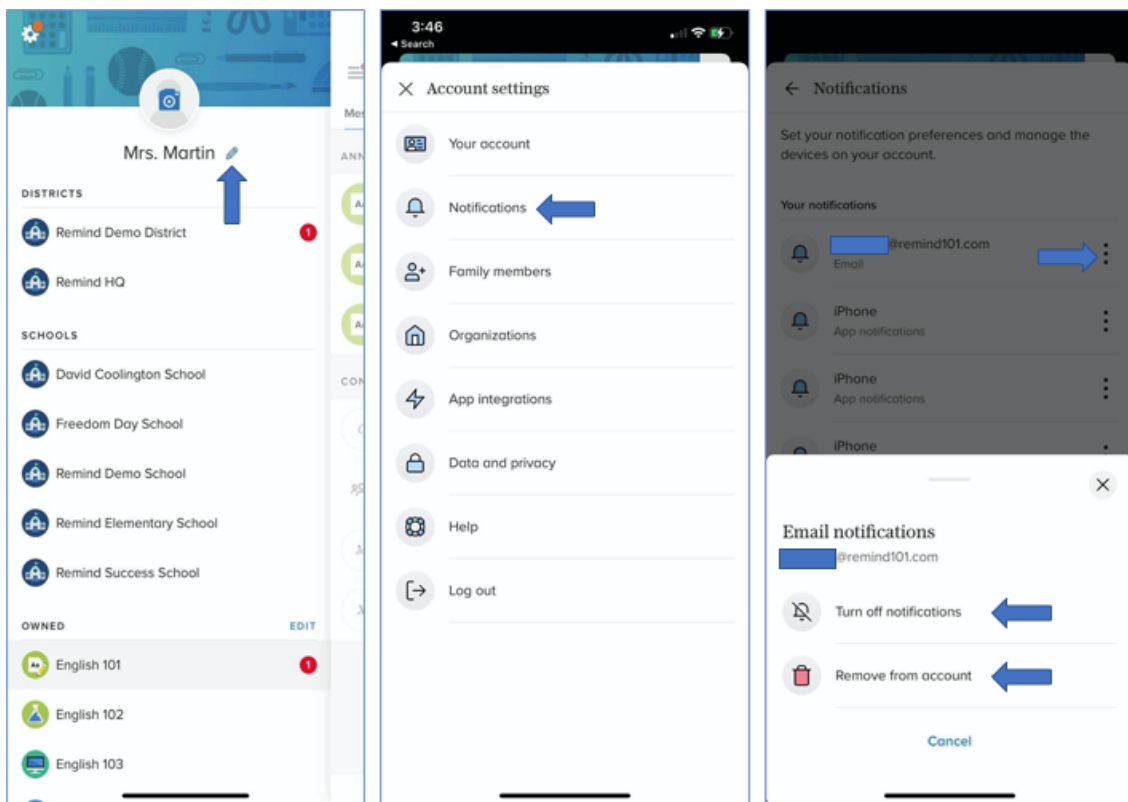
School	Messages sent	Active teachers
Remind Demo School	20	18

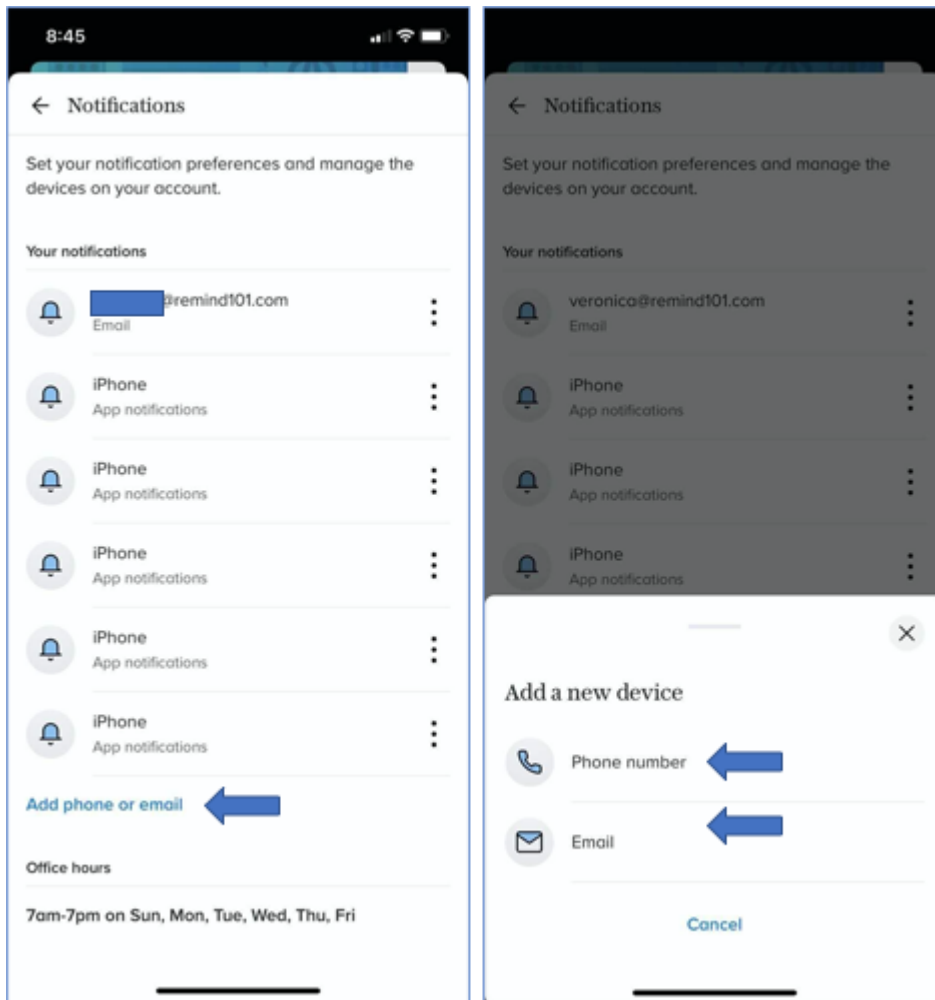
The screenshot shows the "Notification preferences" settings page. The left sidebar contains a list of settings: Profile, Notification preferences, App integrations, Widgets, Message history, Blocked users, and Archived classes. The main content area includes sections for "Notification preferences" (with sub-sections for Email, Text messages, and Remind mobile app), "Add device", and "Voice calls". Blue arrows point to the "Notification preferences" menu item, the "On" toggle for Email, the "On" toggle for Text messages, the "Add device" button, and the "Get the app" button.

iOS

- 1 Open the app on your phone.

- 2 Tap the pencil icon located next to your name.
- 3 Select **Notifications**.
- 4 Select the three vertical dots next to the device and select **turn off notifications** or **turn on notifications**, or select **remove from account** to delete a device.
- 5 Click **Add phone** or **email** to connect another device to your Remind account.

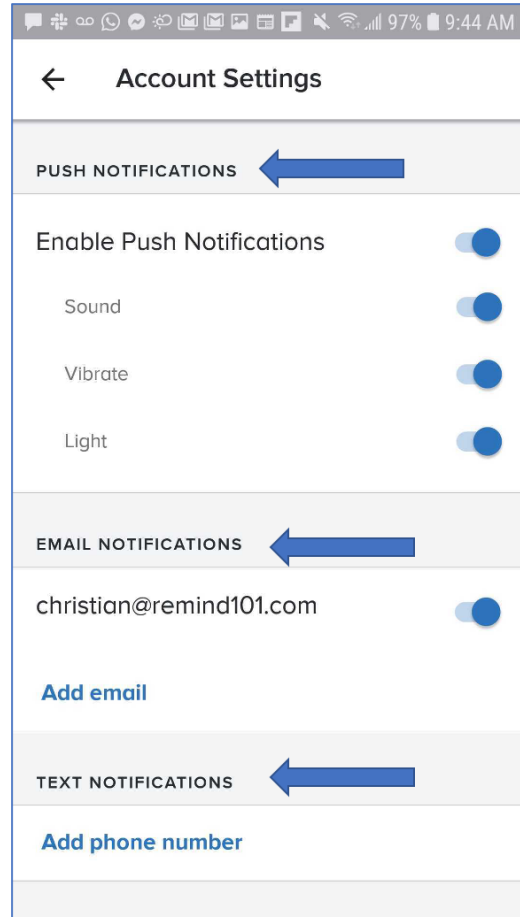
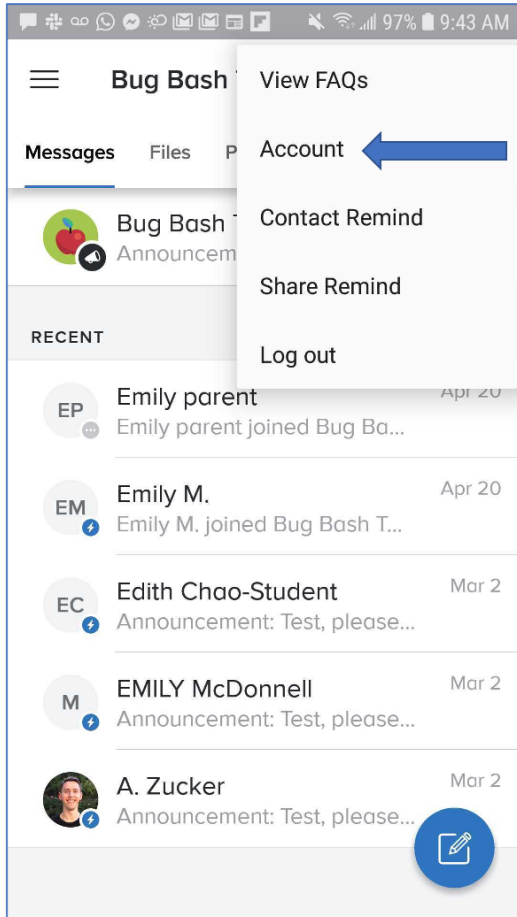




## Android

- 1 Open the app on your phone.
- 2 Click on the three vertical dots in the upper right corner of the screen.
- 3 Click on **Account**.
- 4 Click on the gear in the top right and choose **Notifications**.
  - ▶ Choose any combination of push notifications for the app, email, and text (at least one needs to be turned on).

- ▶ To remove your cell phone number from your account, press and hold the number and you'll see the option to delete it.



**Note 1:** When you download the app, push notifications are turned on and your text and email Remind messages are automatically disabled - so you do not receive duplicates.

**Note 2:** If you are adding your landline number to your account, keep in mind that it will only be reachable for:

- ▶ **Voice calls:** With [voice calls](#), you can reach both mobile and landline numbers. Personal phone numbers stay private and calls are automatically logged.

- ▶ **Urgent messages:** When administrators send [urgent messages](#), they will reach everyone in your community across all available devices, including landlines.

**Note 3:** Always keep your Remind account up-to-date with your most recent contact information, and notify your organization if your phone number and/or email changes. This will ensure you receive your messages, and will also prevent someone else from gaining access to your account.

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