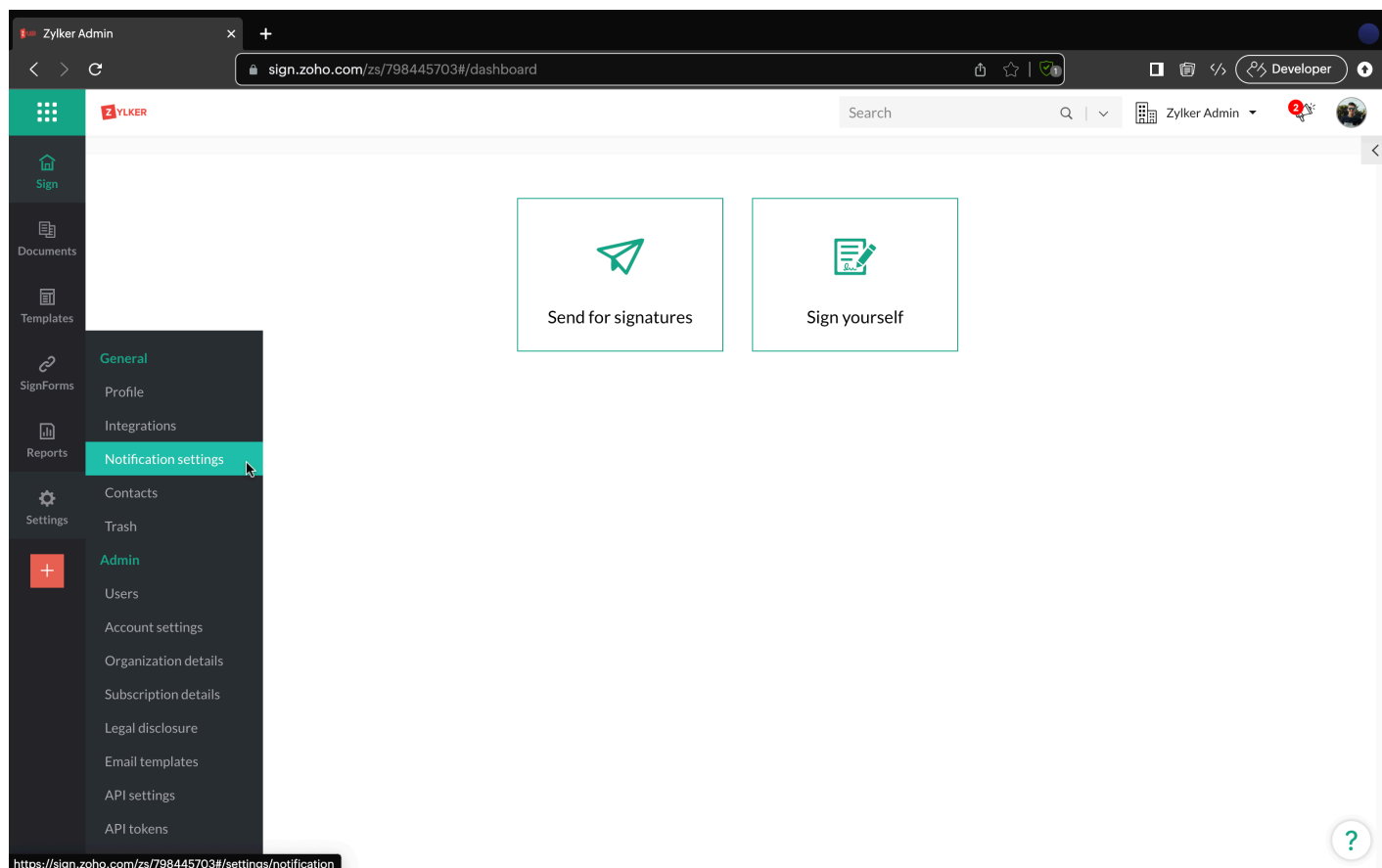


# Email Notifications

You can manage the notifications for sent and received documents from your account.

1. Go to **Settings** on the left of your dashboard and select **Notification Settings** from the dropdown menu.



2. Set the toggle option to **ON** to receive notifications.
3. You can also configure event-based notifications for both sent and received documents.

Zoho Sign

sign.zoho.com/zs/669663555#/settings/notification

Developer

Sign

Documents

Templates

SignForms

Reports

Settings

Notification settings

ON

Sent documents

Viewed

ON

Signed

ON

Approved

ON

Declined

ON

Recalled

ON

Forwarded

ON

Access failed

ON

Received documents

Signed by me

ON

Approved by me

ON

Declined by me

ON

Admin

User is added

ON

User is invited

ON

User is updated

ON

User is deleted

ON

<https://help.zoho.com/portal/en/kb/zoho-sign/user-guide/general-settings/articles/email-notifications-zoho-sign>