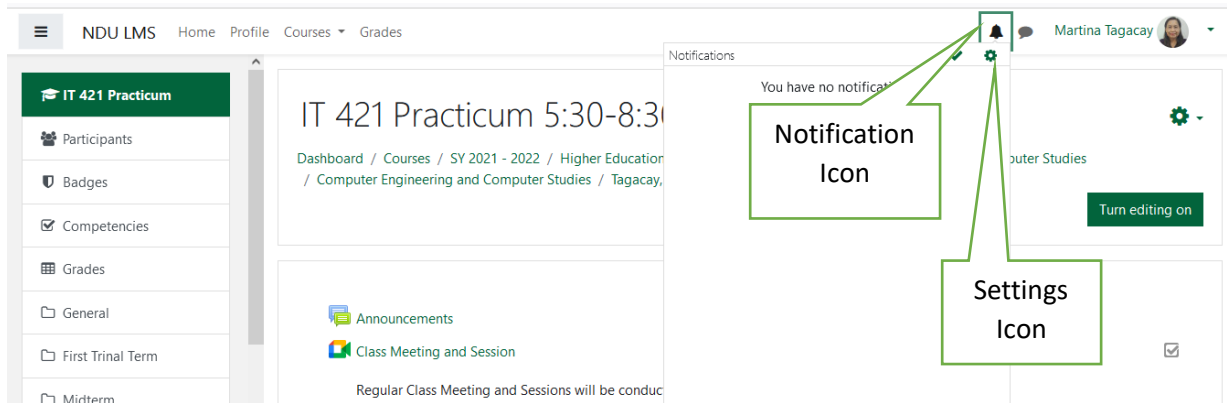# Steps to Enable Notifications

1. Open the Subject Page, then open the **Notification Icon**
2. On Notification Window, Choose **Settings Icon** (⚙)

3. On **Notification Preferences** window, you can switch **On/Off Notifications on Web or Email** both **Online and Offline**.
   (Note: there are many options that you can choose from in the notification preferences)