How to Manage your DocuSign Notifications

HERE ARE 3 TIPS TO MINIMIZE YOUR DOCUSIGN NOTIFICATIONS

1.) CREATE A FOLDER FOR DOCUSIGN IN OUTLOOK

Setting up a rule in your Outlook can help to organize your inbox and manage your email messages. You can follow this guide to filter all your DocuSign emails into a separate folder.

2.) ADJUST YOUR NOTIFICATION PREFERENCES IN DOCUSIGN

Adjusting your notification preferences can give you control over the communications you receive. Go to **My Preferences > Signing and Sending > Notifications** to update your settings.

3.) LOGIN TO DOCUSIGN TO CHECK THE STATUS OF YOUR DOCUMENTS

Logging in to DocuSign to check the status of your documents can be a more streamlined way to manage your incoming and outgoing documents.