

# Workday Inbox & Notifications

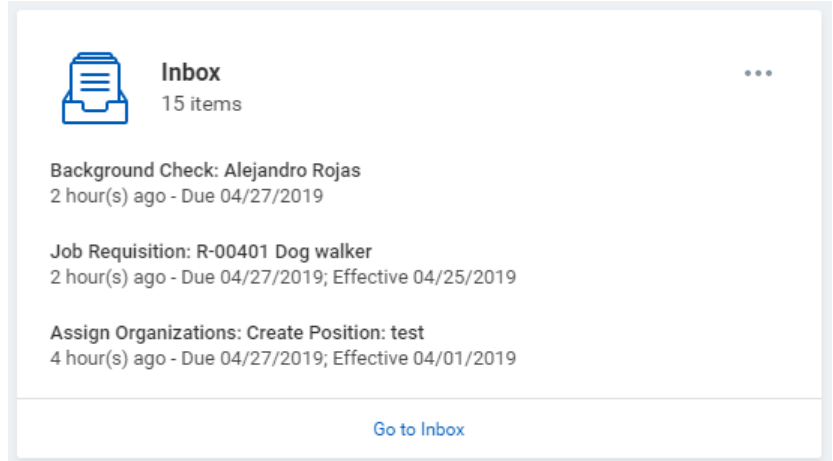


**Managers:** Use this job aid to access your inbox and review your notifications.

## Inbox:

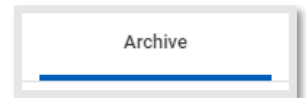
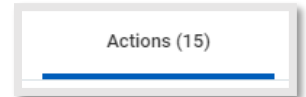
Your inbox lists events and tasks related to you or your associates and items routed to you for approval. Workday also sends email notifications about these tasks. There are two ways to access your Workday inbox:

1. On your Workday homepage, click on **Go to Inbox** from the Inbox section on the page. **TIP:** You have the option to hide task previews. To do this, click on the (...) in the top right corner of the box and select "Hide Preview".
2. On your Workday homepage, click on the tray icon at the top right corner of the page:



Within your inbox:

- The **Actions** tab has tasks that are in progress and awaiting approval. You can click on "Viewing" to filter your tasks, "Sort By" to sort your tasks, or click on the down arrow button to the right of the "Sort By" field to view more actions of *Bulk Approve*, *Refresh* or *view My Delegations*.
- The **Archive** tab has tasks that you have completed. You can click on "Sort By" to sort your tasks or click on the down arrow button to the right of the "Sort By" field to view more actions of *Refresh* or *View More Processes*.



## Notifications:

You will receive notifications for events related to you and your associates in a separate area within Workday. Items in this list do not require action and are not automatically routed to your Outlook inbox.

To view these notifications, go to the top right corner of the home page and click on the bell icon:

