

Keep up with updates and notifications

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Updates collects what's happened on your matters: notes that mention you, emails in, documents added, dates coming up and who's looked. You choose which of these also reach you by email.

1 Open your updates

Go to **Updates**

The newest are at the top, grouped by day. The bell at the top of every Desk page shows how many are new.

2 Show just what you need

Pick what to show:

- **Everything**
- **Unread**
- **Mentions**
- **Emails**
- **Documents**
- **Dates and chasing**
- **Who's looked**

3 Act on an update

Press the button on an update to go straight to what it's about, or **Mark read** to clear it.

Mark all read clears the lot.

4 Follow a matter

Go to **Matters**

Open a matter that isn't yours and press **Follow** to hear about it too. Press **Following** to stop.

5 Choose what reaches you

Go to **Settings** > **Notifications**

Set **Matters to tell me about**, then for each kind of update choose how you hear about it:

- **In Desk and email straight away**
- **In Desk and the morning summary**
- **In Desk only**
- **Don't tell me**

6 Set your quiet times

Choose a **Morning summary** time, your **Quiet hours** for email and your **Time zone**. Each choice is saved as soon as you pick it.

You're never told about what you did yourself.