

User Account Settings

Click on your name at the top of the screen to [customise how Pure interacts with you](#).

E-mail settings

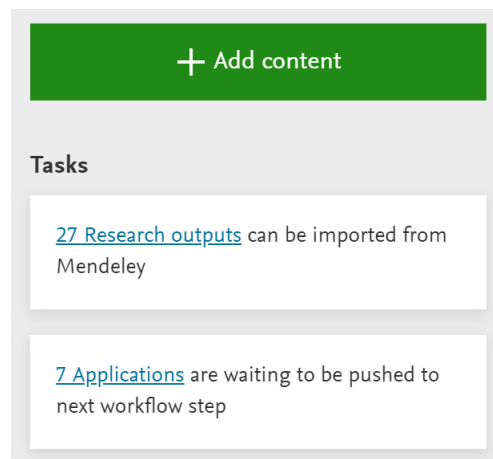
[Change the frequency of e-mail notifications](#) to your Edge Hill account.

You are strongly advised not to deactivate these where workflows are involved, in case applications, outputs, etc. are returned to you for further action.

Message settings & task settings

Customise which messages or task notifications you receive in the system.

They will appear in the *Tasks and notifications* feed on the right of your screen.



Trusted users

Allows another Pure user to use your account on your behalf.

Do not to use this – we allocate editor roles to users who are authorised to create or edit content on your behalf, usually one of your departmental or faculty administrators.

Users with additional roles in Pure

If you also hold a content editor or content administrator role in Pure, you will be given additional user account settings that you will need to check.

Guide updated 24/07/2019