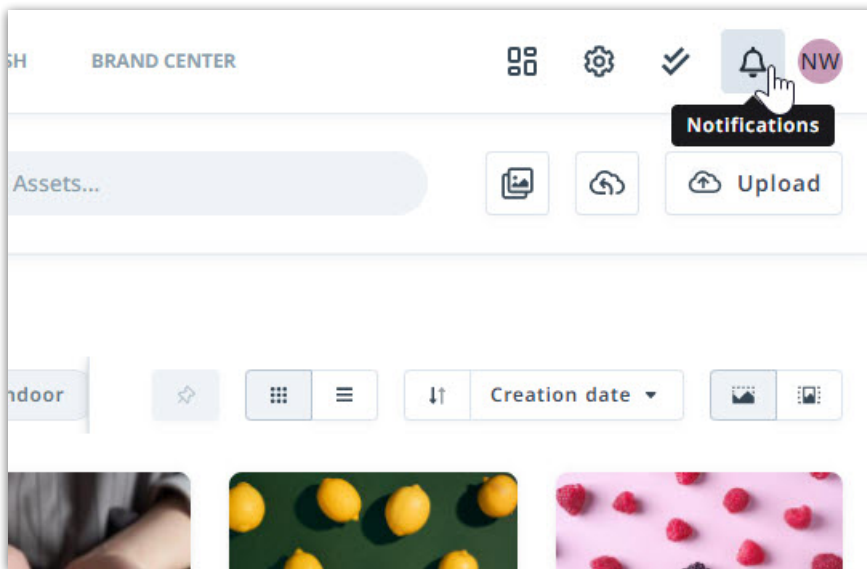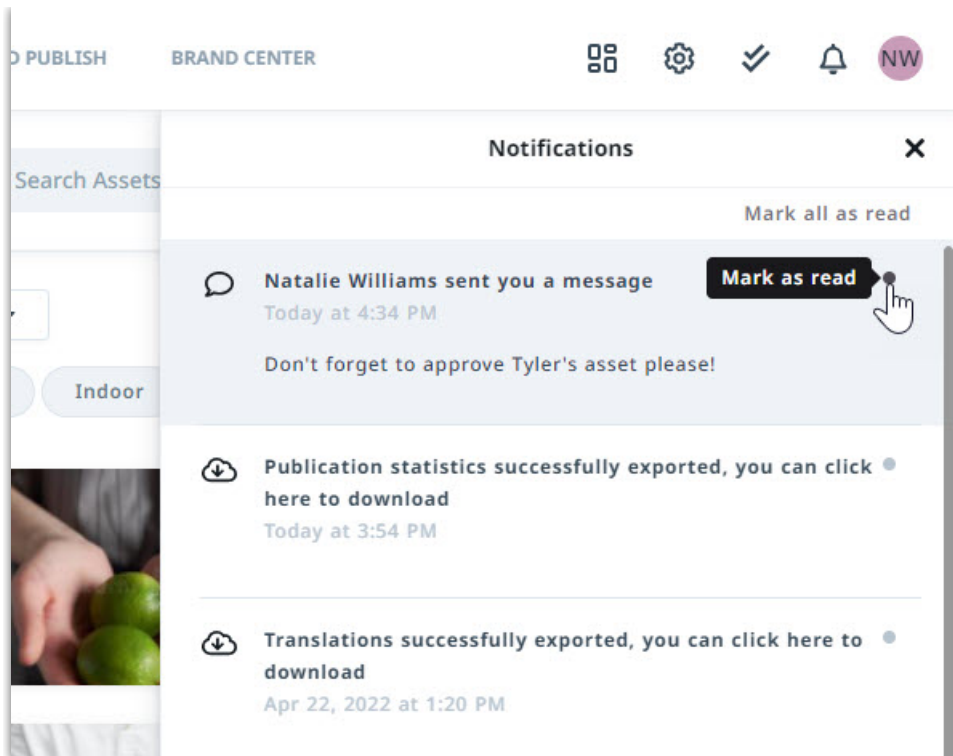# Notifications

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Notifications Overview

Certain events related to approvals, requests, imports, and downloads will trigger in-app notifications to keep your teams informed of important collaboration and activity. To view any new or past notifications within Lytho DAM, select the notification icon in the top right side of the navigation bar. This icon will display with a small badge when new notifications are available.

Once you open the menu, your notifications will be listed beginning with the most recent. Click the circle in the top right corner of a notification to mark as read. Quickly update all of your notifications by clicking **Mark all as read**. Clicking on a message will take you directly to that messages source.
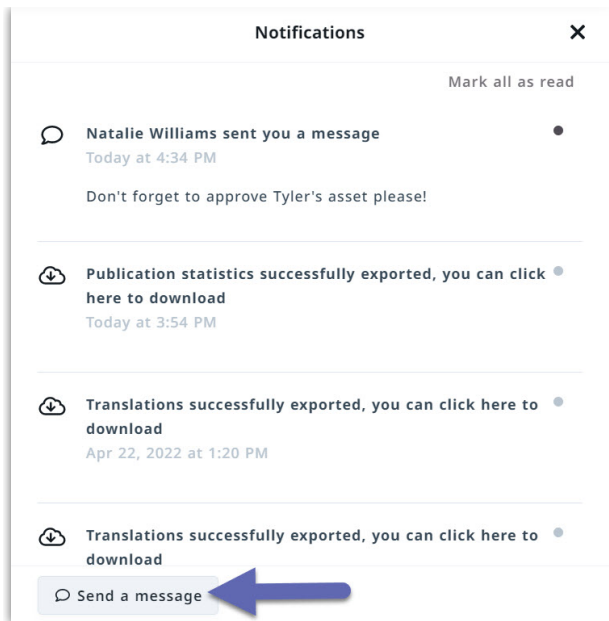
By default, an email notification will be triggered after two hours of a notification not being viewed. Manage these preferences within the Communications section of your Profile Details (https://lytho.knowledgeowl.com/help/customize-your-profile#communication).
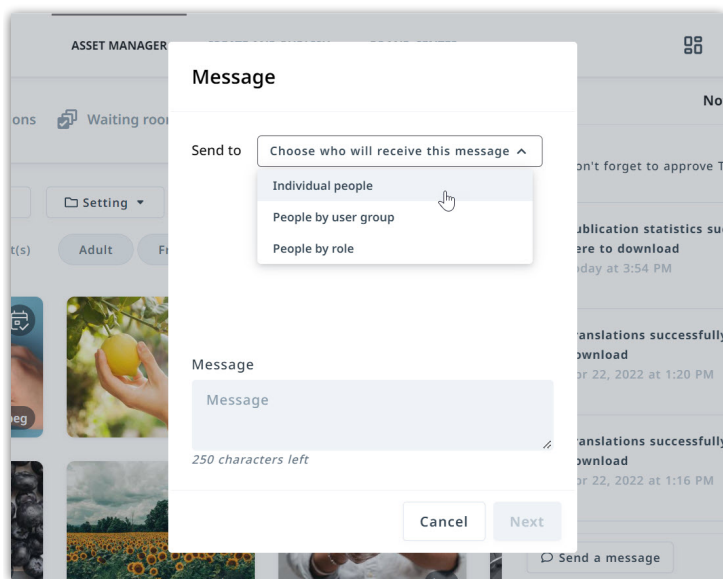
Messaging Within Notifications

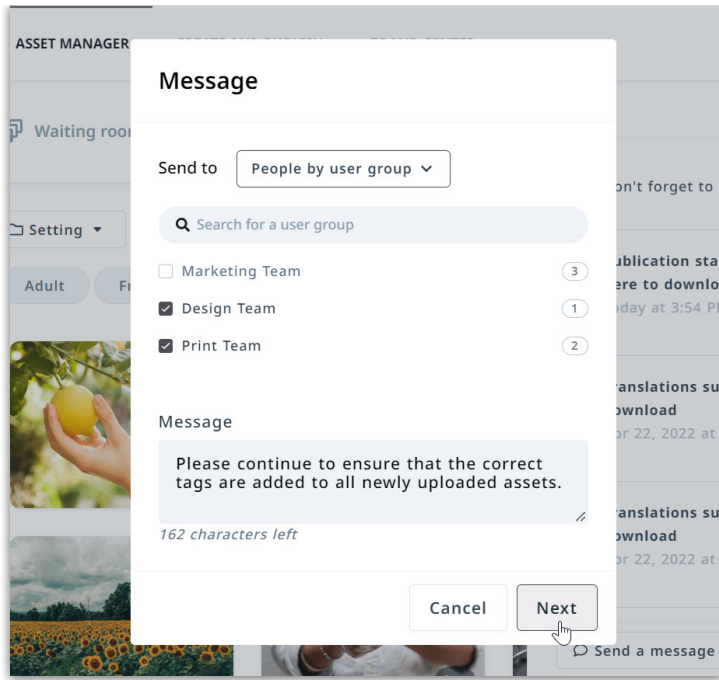Lytho DAM allows you to send and receive messages directly within the notifications area.

Click **Send a message** in the bottom left corner of your notifications window to begin sending a message.
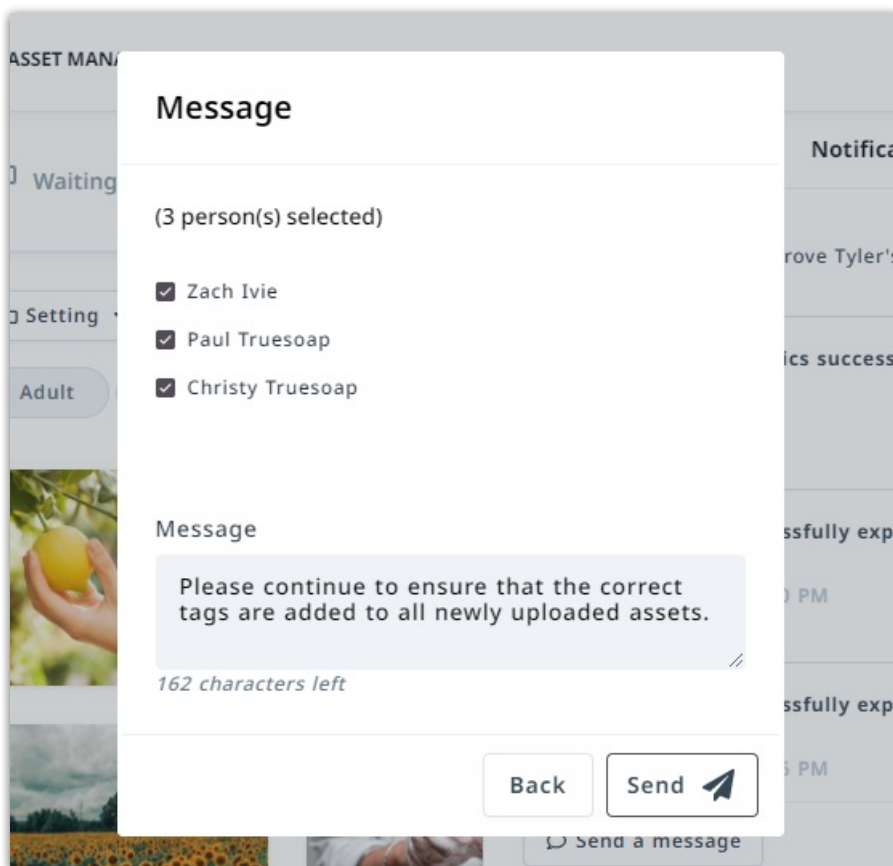
Click the dropdown menu **Choose who will receive this message** You have the option to send to one or more individuals, user groups, or roles.
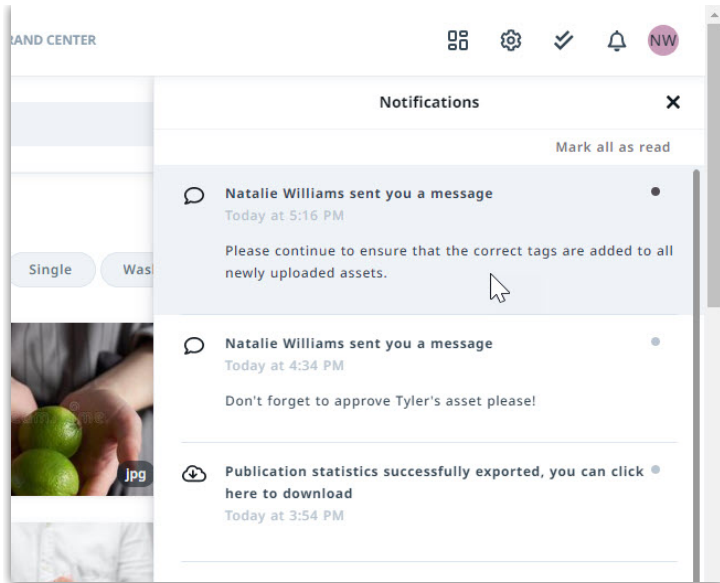

Check the box to the left of each user or group that you would like to send your message to. Type your message in the text box and click **Next.**

Review your message to ensure the appropriate users are added. From here you have the ability to de-select a user if needed. Click **Send** once your message is ready.

Messages will be received within notifications.

BRAND CENTER

Notifications ✕

Mark all as read

Natalie Williams sent you a message ●
Today at 5:16 PM

Please continue to ensure that the correct tags are added to all newly uploaded assets.

Natalie Williams sent you a message ●
Today at 4:34 PM

Don't forget to approve Tyler's asset please!

Publication statistics successfully exported, you can click here to download ●
Today at 3:54 PM

Single | Was

jpg