

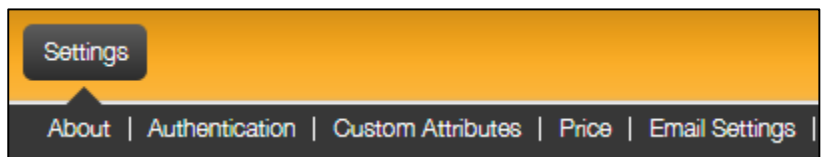
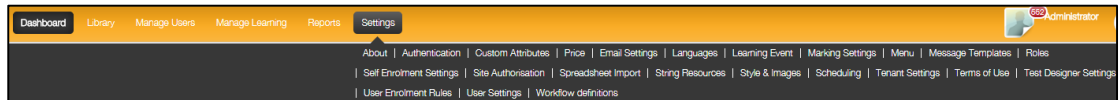
The logo for LearnConnect is centered within a large, stylized white cloud with a drop shadow. The word "Learn" is in a black, sans-serif font, and "Connect" is in a yellow, cursive font.

*Learn*Connect

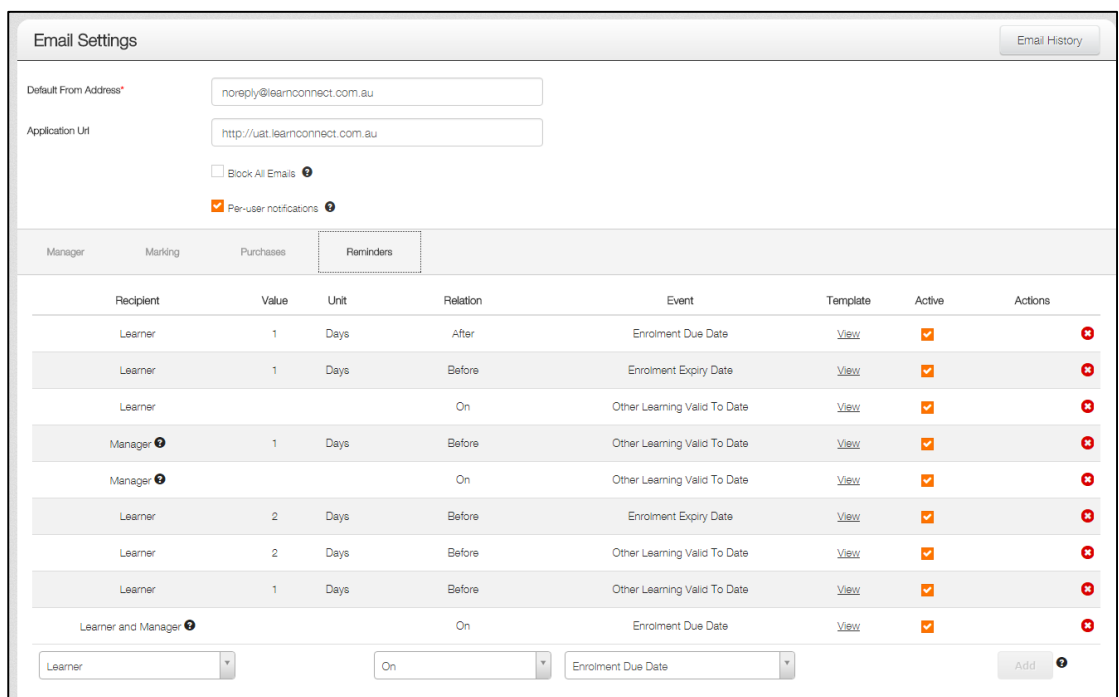
EMAIL REMINDER SETTINGS

Hello and welcome to LearnConnect Help. I'm going to show you how to configure your email reminder settings. Email reminder settings can be used to send reminder emails to Learners and their Managers about a Learner's enrolment due date, enrolment expiry date and other learning validity dates.

Let's begin by selecting the "Email Settings" tab under "Settings" in the top menu.



All of your Email Settings will be shown. Select the "Reminders" tab.



You can create new email reminders at the bottom of the Reminders tab.

Select the first drop down list to indicate who the email reminder will be sent to. Here you have three options; Learner, Manager or Learner and Manager.



Next you need to specify when the email is to be sent. Here you have three options; Before, On or After.

If you select “Before” or “After”, you need to include the number by typing in the field and select whether it is Days, Weeks or Months using the drop down arrow.

Then you need to specify what you would like the reminder to be about. Here you have three options; Enrolment Due Date, Enrolment Expiry Date, Other Learning Valid To Date.

Select the “Add” button to finish creating your new email reminder.

Your new reminder will be added to the list. Select the “Save Settings” button to save your changes.