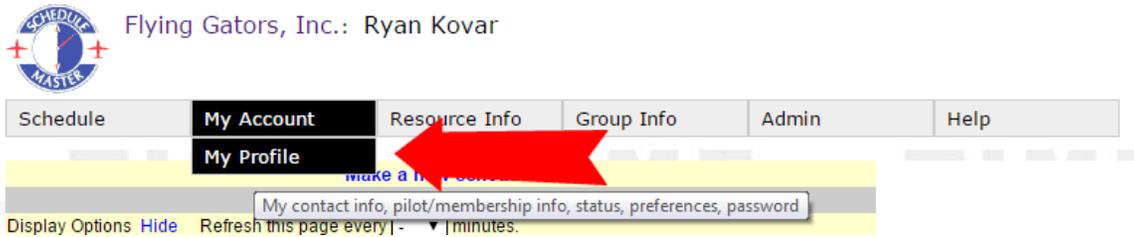


# Confirming Schedule Master Email Settings

- 1) From the Home Page on Schedule Master Select the **My Account** tab, then **My Profile**.



- 2) From the **My Account** Page confirm that the email address listed under **Email1:** is correct and add a second email address under **Email2:** if desired.

The screenshot shows the "My Account" page. At the top, there are "Save" and "Refresh" buttons. Below them are tabs for "Contact", "Pilot/Personal", "Status", "Preferences", "Password", "Auth.", and "Notes". The "Contact" tab is selected. The form contains fields for: First Name, MI, Last, Home Phone, Work Phone, Cell Phone, Fax, Fax delivery info, Email1, Email2, Street, City, State, Zip, Country, and Emergency Contact Info. Red arrows point to the Email1 and Email2 fields, indicating where to check or edit the email addresses. At the bottom, there is a link "Add Contact to Address Book".

- 3) From the **Preferences** tab of the **My Account** section confirm that "Email" is the *Default Notification Method* and that your **Notification Delivery Preferences** are set as you desire.

The screenshot shows the "My Account" page with the "Preferences" tab selected. The "Miscellaneous Preferences" section includes: Default Notification Method (set to "Email", indicated by a red arrow), Initial page to display at login (set to "Schedule"), Show time with 24 hr clock (checkbox), and Use iCalendar instead of vCalendar (checkbox). The "Forum Notification" section has radio buttons for "No email", "Email1" (selected), "Email2", and "Both emails". The "Schedule Page Preferences" section includes: Default Display (9-day calendar), Data on Page (Fill page with data), List View Date Span (1 day), Default User (All Users), Default Resource (ALL AIRPLANE), Default Location (ALL LOCATIONS), Default Schedule Length (2 hours), Disable Scrollbars (checkbox), and Dispatcher Mode On (checkbox). The "Notification Delivery Preferences" section has three columns: "Schedule change" (EMAIL1 checked, EMAIL2 and FAX unchecked), "Group email" (EMAIL1 checked, EMAIL2 unchecked), and "Date reminders" (EMAIL1 checked, EMAIL2 unchecked). A red arrow points to the "Date reminders" column.