

Optional Personal Account Permissions Configuration

From the **My account page** in your Settings, you can tailor your Lever account and ensure that you are being notified of all relevant activity in your organization's Lever environment.

To configure personal email settings, click your avatar in the top-right corner of the platform header and select *Settings* from the menu. Personal account permissions pertain to Lever's ability to integrate with your organization's technology suite (e.g. Google, Office 365, Microsoft Exchange).

Use the checkboxes under the 'Email notifications' heading to configure which of the following types of activity you get notified about. Note that users with Interviewer level access can only configure notifications for activities marked with an asterisk (*).

Activity	Description
Followed opportunities	
New opportunities report	Receive a daily email summarizing new opportunities associated with postings that you follow.
Notes	Receive an email notification when a note is added to an opportunity that you follow and the author of the note checks the 'Notify followers' checkbox. You will still receive email notifications for notes in which you are @-mentioned, even if you disable this notification.
New hires and pipeline changes	Receive a daily email summarizing which of your followed opportunities were advanced, hired, or archived.
Owner changes	Receive email notifications when opportunities that you follow change owners.
Interviews scheduled	Receive email notifications when interviews are scheduled or rescheduled in association with opportunities that you follow.
Feedback or Form completed	Receive email notifications when another user in your Lever environment completes feedback or attaches a form to the opportunities that you follow.
Hired referrals*	Receive email notifications when candidates you referred are hired in association with the posting for which you referred them.
Referral activity	Receive emails when your referrals change stages.
Owned postings	
New application	Receive email notifications when candidates apply to postings that you own.
New referral	Receive email notifications when users in your Lever environment refer candidates for postings that you own.
Archiving	Receive email notifications when users in your Lever environment archive opportunities in association with postings that you own.