



[Knowledgebase](#) > [Phones](#) > [Setting up your email notifications](#)

Setting up your email notifications

Eric Ruthenberg - 2019-09-12 - [Comments \(0\)](#) - [Phones](#)

For the full article online, click here: <https://support.ringcentral.com/s/article/9740>

Log into your [RingCentral account](#).

1. Click on **Settings** and select **Notifications**.
2. Under **Messaging Notifications**, you can be notified by email or by SMS when you receive the following, depending on which is checked (enabled):
 - Voicemail messages
 - Received Faxes
 - Missed Calls
 - Fax Transmission Results
 - Received Text Messages

Notification by Email

Enter the **Email Address** where you want the email notifications to be sent. You can enter multiple email addresses to receive the email notification by separating each using a comma.

Click **Save** when finished.

If you don't want the red light on your phone to blink once you've been emailed a message, under Messaging Notifications, click Advanced Settings, then Customize Notifications for Voicemail messages.

Notifications for Voicemail Messages

Additional Settings

- Include attachment with email**
- Mark message as read once emailed**

Select "Mark message as read once emailed" and hit Done. Hit Save in the Messaging Notifications screen.