



## WYOCLOUD PLANNING AND BUDGETING

Good Morning,

A recent update to Planning and Budgeting may have changed some user preferences causing the user to get email notifications. To change the settings:

1. From the landing page Click on "Tools"



2. Click "User Preferences"

**User Preferences**

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General

Display

Notifications

Ad Hoc Options

User Variables

Financial Reporting

Form Printing

3. Click "Notifications"

Email Address

Notifications  Task Lists  
 Approvals  
 Job Console

4. Uncheck boxes

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Thank you,

The UW Budget Office

## Contact Information

The WyoCloud Team  
Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
Contact the UW Help Desk  
766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

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