Customizing the New Look of Family Access

1. **Account Info:**
   a. Setup up email notifications for Attendance and Grades.

   b. Email notifications may be setup to receive an Email or Wall message or Both.

2. **Messages:**

   a. From the Home Tab on the left, Set up **Home Settings** for Messages posted from various departments.
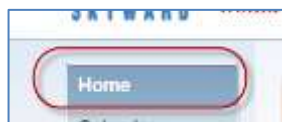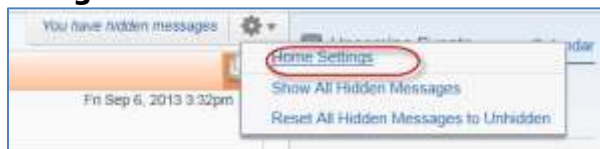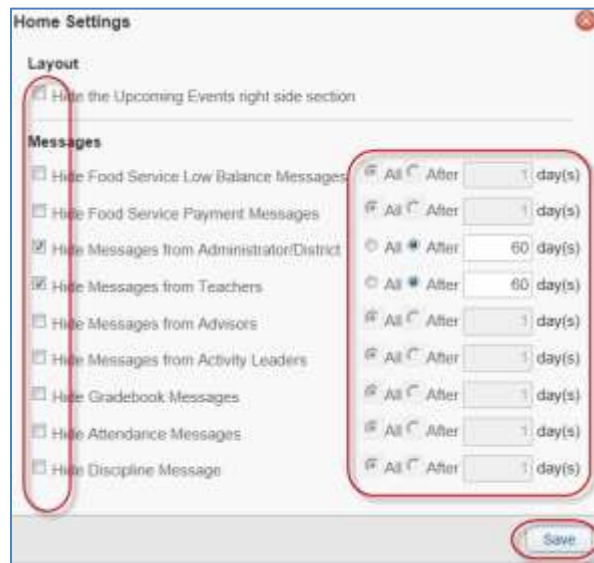

       i. Click on the [Home] tab.

       ii. Click on the [⚙ ▾] icon to setup **Home Settings**
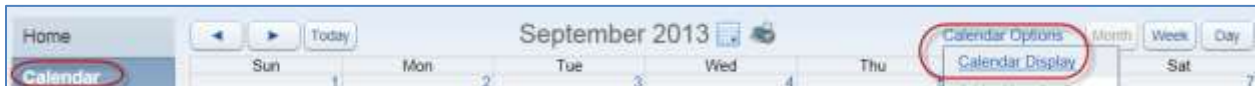
   b. Click on **Home Settings**

c. Select Options to Hide Messages specifying after how many days.

d. Select the Option to Hide Upcoming Events.

e. Click the [Save] button.

3. **Calendar:**

1. Select the Calendar Tab on the left

2. Click on Calendar Options\Calendar Display

    a. Ability to select and color code Activities to be displayed on the calendar.