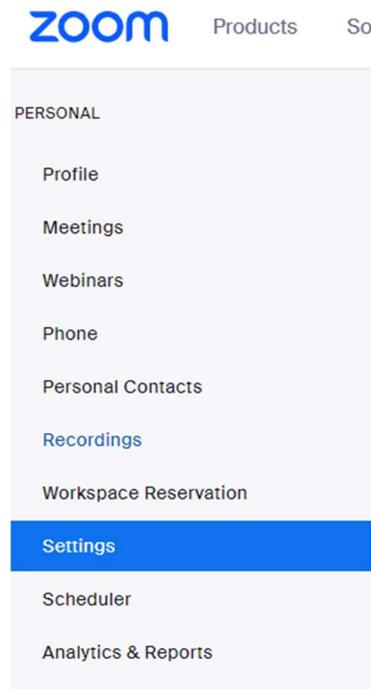


Zoom Workspace: How to enable or disable workspace email notifications at the user level.

1. Sign in to the [Zoom web portal](#).
2. In the left navigation menu, click **Settings**.



3. Click the **Workspaces** tab.



4. Click the **Workspace Reservation Notifications** toggle to enable or disable it.
5. If a verification dialog displays, click **Enable** or **Disable** to verify the change.
6. Under the **Email** columns, select the checkboxes to enable notifications that you want to receive:
 - **When I have an upcoming reservation in 24 hours**
 - **When it's time to check-in**
 - **When a new reservation is created**
 - **When a reservation is canceled**
 - **When an existing reservation is updated**
7. Click **Save**.

After enabling this feature and selecting notification checkboxes, you will receive email confirmations and/or notifications.

Note: If the workspace check-in reminder notification is selected, a reminder will be sent to you at the time of your reservation, reminding you to check in. You will receive these reminders to check in to your workspace to prevent it from being released.