

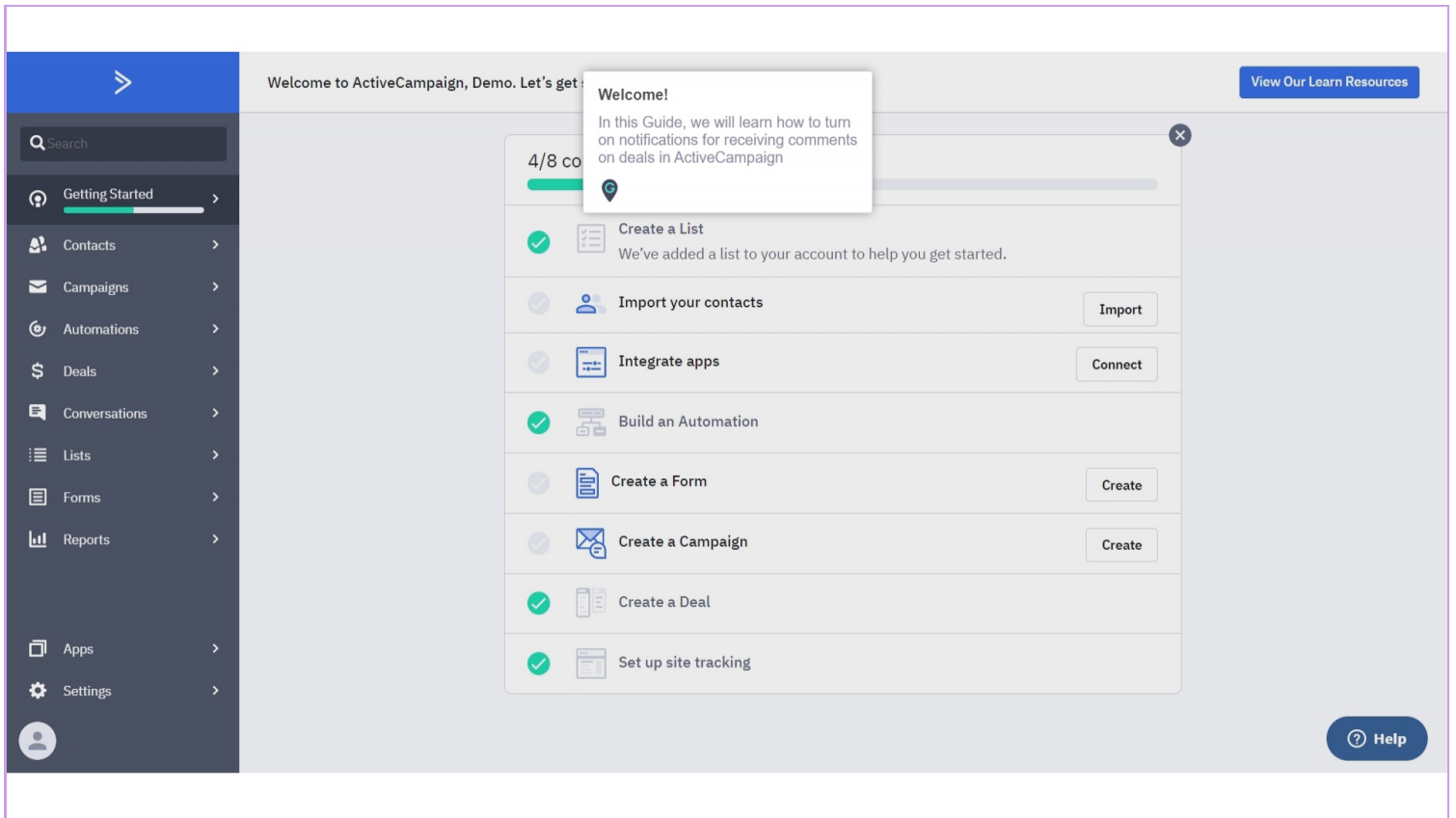


How to turn on notifications for receiving
comments on deals in ActiveCampaign

Step: 01

Welcome!

In this Guide, we will learn how to turn on notifications for receiving comments on deals in ActiveCampaign



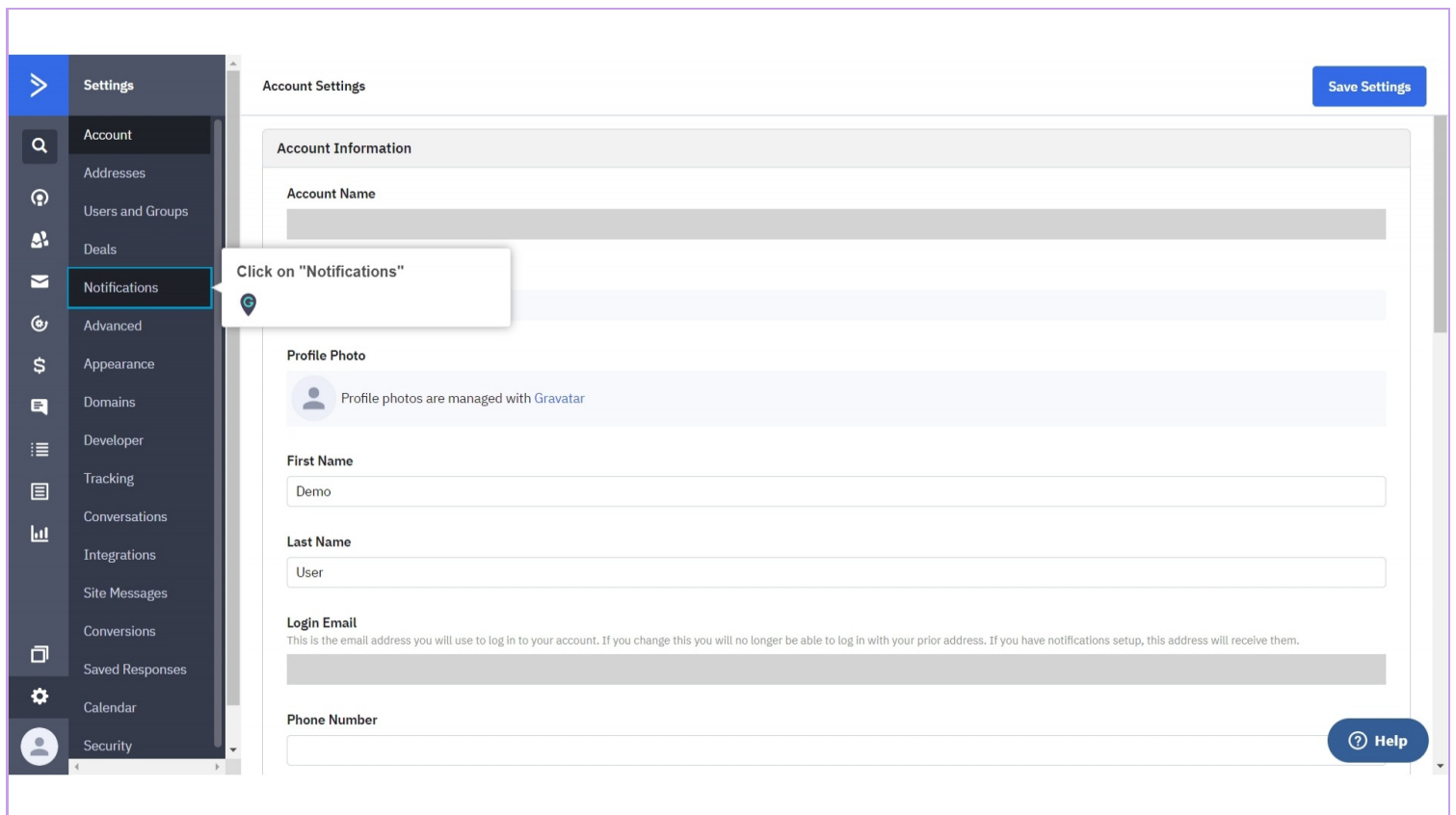
Step: 02

Click on "Settings"

The screenshot displays the ActiveCampaign dashboard interface. On the left is a dark sidebar navigation menu with the following items: Getting Started (highlighted), Contacts, Campaigns, Automations, Deals, Conversations, Lists, Forms, Reports, Apps, and Settings (indicated by a red circle and a callout box). The main content area features a header with the text "Welcome to ActiveCampaign, Demo. Let's get started!" and a "View Our Learn Resources" button. A central checklist titled "4/8 complete" lists the following tasks: "Create a List" (completed), "Import your contacts" (with an "Import" button), "Integrate apps" (with a "Connect" button), "Build an Automation" (completed), "Create a Form" (with a "Create" button), "Create a Campaign" (with a "Create" button), "Create a Deal" (completed), and "Set up site tracking" (in progress). A "Help" button is located in the bottom right corner of the dashboard.

Step: 03

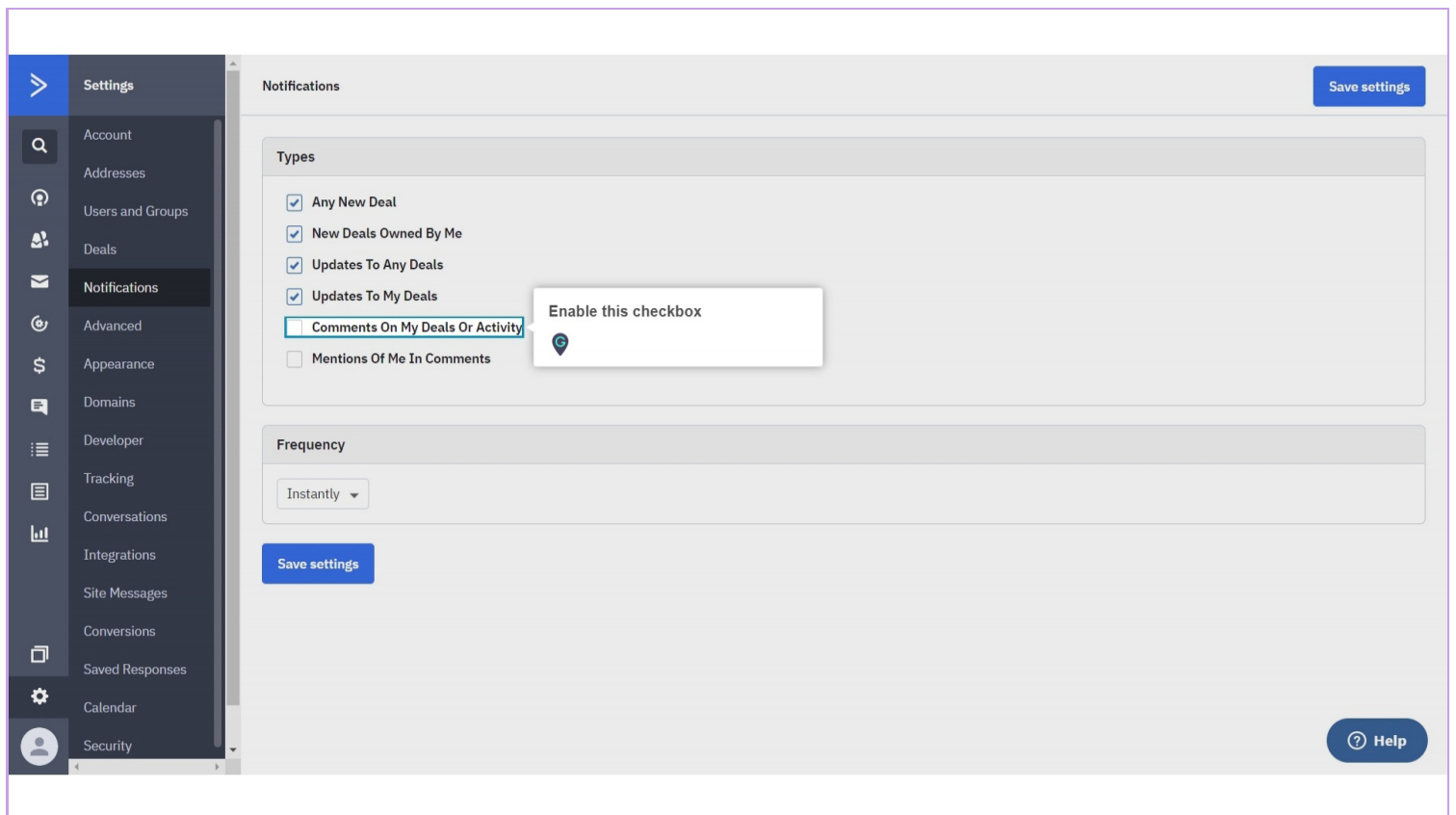
Click on "Notifications"



The screenshot displays the 'Account Settings' page. On the left, a dark sidebar contains a list of settings categories. The 'Notifications' category is highlighted with a blue border. A white callout box with a blue location pin icon points to this category, containing the text 'Click on "Notifications"'. The main content area shows the 'Account Settings' form with sections for 'Account Information', 'Profile Photo', 'First Name', 'Last Name', 'Login Email', and 'Phone Number'. A 'Save Settings' button is located in the top right corner, and a 'Help' button is in the bottom right corner.

Step: 04

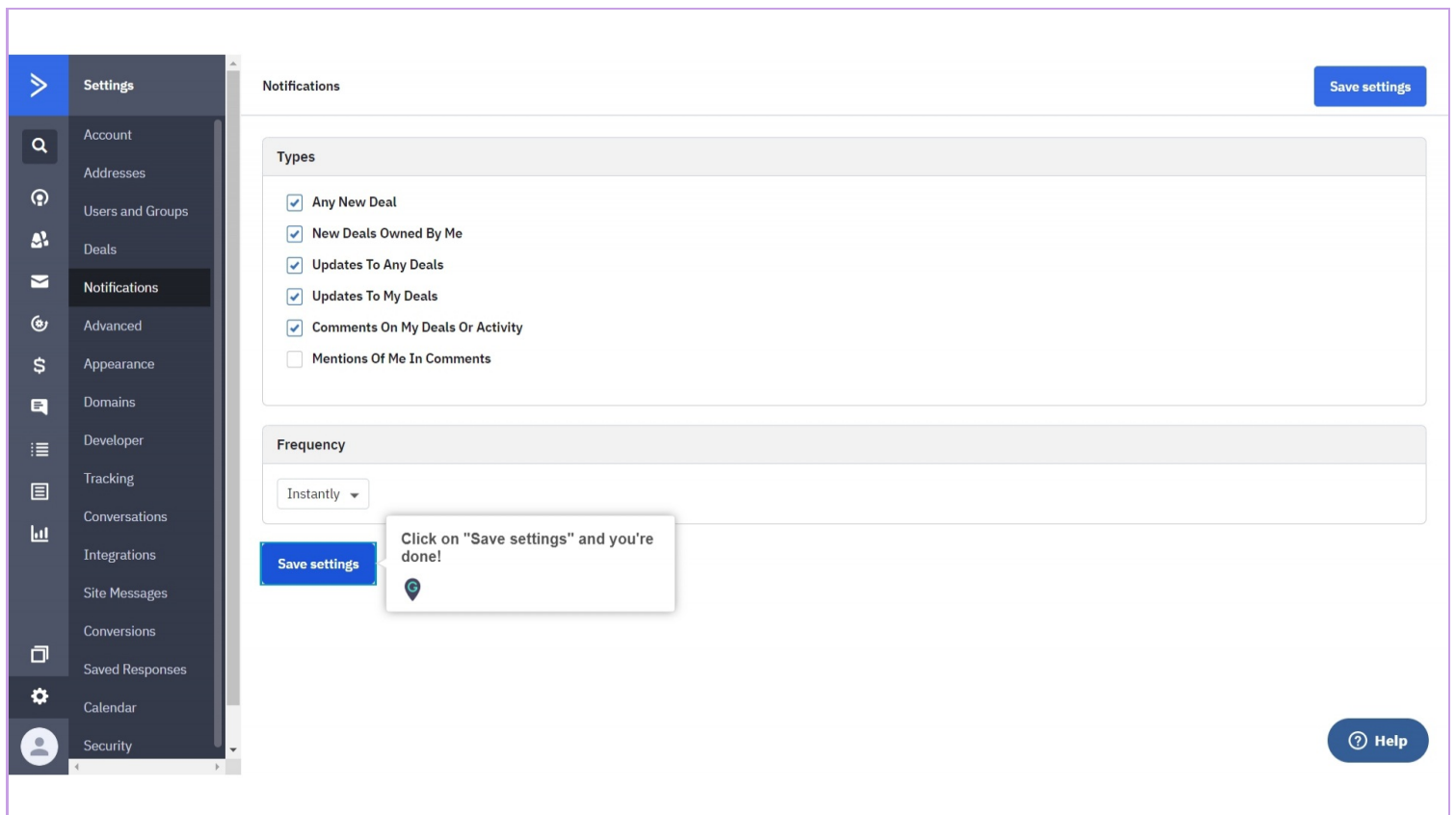
Enable this checkbox



The screenshot shows the 'Notifications' settings page in the myGuide interface. On the left is a dark sidebar with a search icon and a list of settings categories: Account, Addresses, Users and Groups, Deals, Notifications (highlighted), Advanced, Appearance, Domains, Developer, Tracking, Conversations, Integrations, Site Messages, Conversions, Saved Responses, Calendar, and Security. The main content area is titled 'Notifications' and has a 'Save settings' button in the top right. It is divided into two sections: 'Types' and 'Frequency'. The 'Types' section contains a list of notification categories with checkboxes: 'Any New Deal' (checked), 'New Deals Owned By Me' (checked), 'Updates To Any Deals' (checked), 'Updates To My Deals' (checked), 'Comments On My Deals Or Activity' (unchecked and highlighted with a red box), and 'Mentions Of Me In Comments' (unchecked). A white callout bubble with a blue location pin icon points to the 'Comments On My Deals Or Activity' checkbox, containing the text 'Enable this checkbox'. The 'Frequency' section has a dropdown menu set to 'Instantly' and a 'Save settings' button below it. A 'Help' button with a question mark icon is located in the bottom right corner of the main content area.

Step: 05

Click on "Save settings" and you're done!



The screenshot shows the 'Notifications' settings page in the myGuide application. On the left is a dark sidebar menu with 'Notifications' selected. The main content area is titled 'Notifications' and contains two sections: 'Types' and 'Frequency'. The 'Types' section has five checkboxes, all of which are checked: 'Any New Deal', 'New Deals Owned By Me', 'Updates To Any Deals', 'Updates To My Deals', and 'Comments On My Deals Or Activity'. The 'Mentions Of Me In Comments' checkbox is unchecked. The 'Frequency' section has a dropdown menu set to 'Instantly'. A blue 'Save settings' button is located at the top right of the main content area. A callout box with a location pin icon points to this button, containing the text 'Click on "Save settings" and you're done!'. Another 'Save settings' button is located at the bottom left of the main content area. A 'Help' button is visible in the bottom right corner of the page.

Thank You!

myguide.org