# Manage Emails

Managing emails is done from the user preference icon located in the top-right corner of the browser window.

1. Click on the "User Preference" icon (the person with a star).



2. Click on the "Reservation Event Notification Preference" tab.
3. Click on the "Add" button.

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4. Select the messages to be emailed by enabling with a check under each message type, and click the "Save" button at the top of the page.



Check which messages to be emailed

5. Select a core lab to submit the request to. If you don't see any cores listed in the drop-down to choose from, you were not assigned to a project. Please be sure you are assigned to a project before submitting a request.
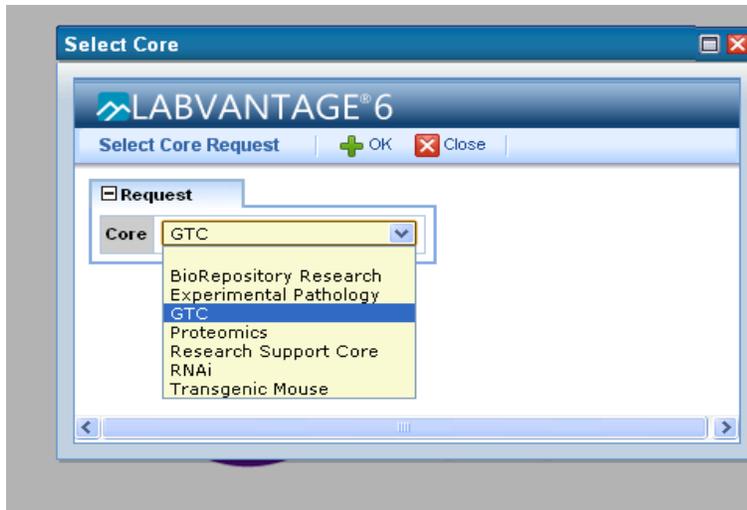


6. Below is a sample Request Form pre-populated with information from a project. Step through the form filling out all required information, and then click the "Save" button.