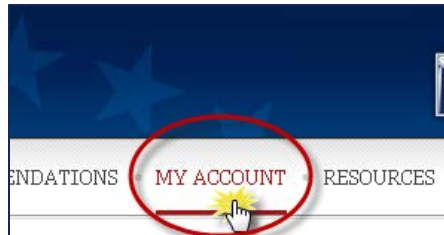


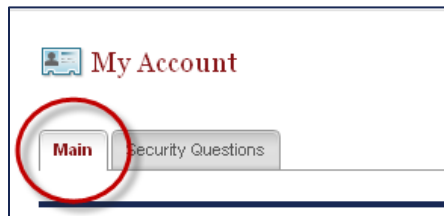


## Change Recommender Email Notifications

1. Click **My Account** in the main navigation bar at the top of the screen.



2. OSCAR will display two tabs: *Main* and *Security Questions*. Click **Main**.



3. Scroll down to the *Email Settings* area. Under *Email Frequency of New Recommendation Requests*, choose **Daily**, **Weekly**, or **Never**.
4. Under *Receive Weekly Reminders of Pending Requests*, choose **Yes** or **No**.

If you disable email notifications from OSCAR, you can still receive requests from applicants for letters of recommendation. Requests for letters of recommendation remain in your OSCAR account until filled or withdrawn by the applicant.

5. Click **Update Email Notifications** to save your changes.

**Email Settings**

**Email Frequency of New Recommendation Requests**  
Would you like to be notified of new recommendation requests on a daily basis, on a weekly basis, or never?

Email Frequency:  Daily  Weekly  Never

**Receive Weekly Reminder of Pending Requests**  
Would you like to receive a weekly reminder of pending recommendations?

Receive Reminders:  No  Yes

**Update Email Notifications**



### Contact OSCAR

[oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

[www.oscar.uscourts.gov](http://www.oscar.uscourts.gov)

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday