

# Staff Availability Notifications

Choose whether or not you want to receive notification emails when staff members update their Availability and Time Off through their Staff Portal.

When set to *Yes*, Jackrabbit will send a notification to the email address that has been entered in the setting's email field. The email address defaults to your organization's email address (*Gear icon > Account > My Account > Organizational Defaults*) but can be changed if needed. To specify multiple email addresses, list them separated by a semicolon. Example: email1@jackrabbithelp.com; email2@jackrabbithelp.com.

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