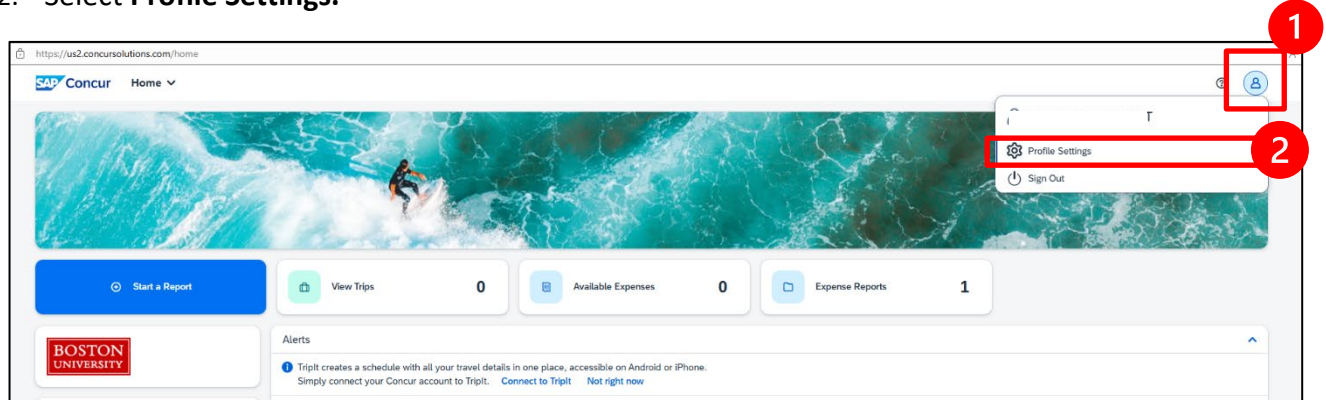
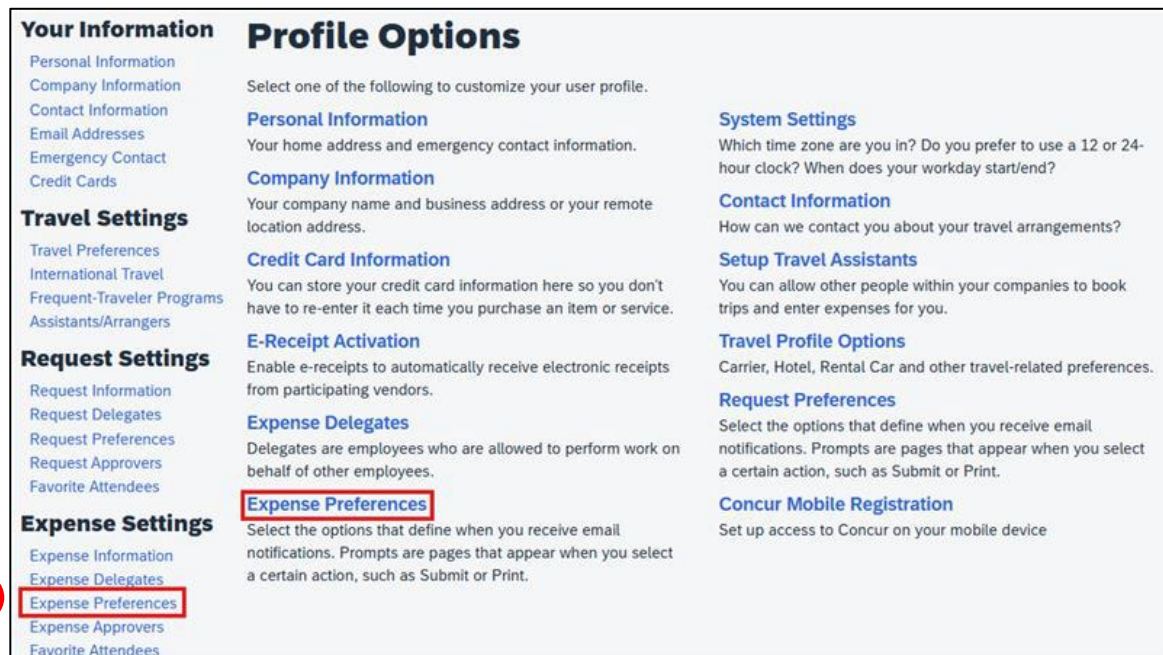


HOW TO ADJUST CONCUR EMAILS

1. Click on the **Profile** icon in the top right of the Concur home page.
2. Select **Profile Settings**.



3. Select **Expense Preferences**.



- Adjust email settings as needed and click **Save**.

The screenshot shows the SAP Concur Profile page. The 'Expense Preferences' section is active. A red circle with the number 4 highlights the 'Save' button. The page includes sections for 'Your Information', 'Travel Settings', 'Request Settings', 'Send email when...', 'Prompt...', and 'Display...'. The 'Save' button is located next to the 'Expense Preferences' title.

- To adjust additional email notifications, follow steps 1 and 2 as listed above and then select **System Settings** from **Profile Options** page instead of “Expense Delegates.”

The screenshot shows the SAP Concur System Settings page. A red circle with the number 5 highlights the 'System Settings' title. The page includes sections for 'Regional Settings and Language', 'Calendar Settings', 'Calendar Sync Preferences', 'Other Preferences', 'Email Notifications', and 'Appearance Settings'. A red circle with the number 6 highlights the 'Save' button at the bottom of the page.

- Adjust preferences for email notifications as desired and click **Save** to complete.