

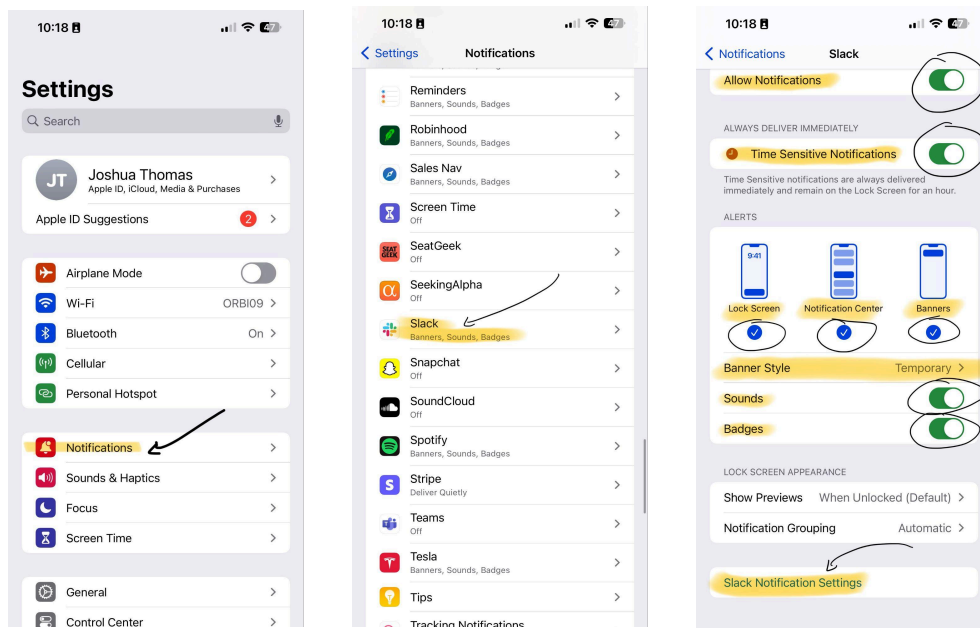
****As a reminder, all communication should occur through Slack in the dedicated client channel to help my team manage appointment logistics and scheduling with ease. Additionally, my team will message you with any relevant details or questions regarding your appointment, send appointment confirmations or notify you in the absence thereof, reschedule any appointments if needed, and inform you of any tasks or follow-ups that are pending (all in client the Slack Channel). Should any other private matter arise (apart from appointment logistics and scheduling), feel free to send me a private message on Slack (click my name under the “Direct Messages” section). Thank you!****

See below to update Slack Notification settings (will ensure you are always aware of messages from my team or I)

1. Download Slack Mobile App from App Store and Sign in
2. Click into Iphone Settings, then notifications
3. Click on Slack
4. Turn on “Allow Notifications” and “Time-Sensitive Notifications.”
5. Then, click “Lock Screen,” “Notification Center,” and “Banners,” and turn on “Sounds” and “Badges.”
6. Click on Show Previews and change it to “When Unlocked (Default)”.

Reference Pictures below 🖱️

7. After previous steps are completed, click “Slack Notification Settings” (at the bottom of the page) and continue to the next section.



8. Click “All new messages”
9. Click into “Notify Me on Mobile” then click “Always, even when I’m active”.
10. Turn on “Include a Preview of the Message”
11. Click into “Notification Schedule” and change to “Every day”. Then, change the “Start” time to 6:00AM and the “End” time to 5:30 AM
12. Lastly, turn on “Notify Me About Replies to Threads,” “Announce Huddle calls,” and “Show In-App Notifications”.

Reference Picture below 📌

