

Automatic E-mail Notification Expiration Notice

When you create Automatic E-mail Notifications, one of the settings is expiration of the notification. Paragon will alert you three (3) weeks prior to each E-mail notification's expiration. When you are notified of an E-mail's pending expiration, you will also see already expired E-mail notifications that that you have yet to either Extend or Deactivate.

There are two (2) places where Paragon will alert you to Notification Expiration:

1. Login Alert Box
2. Alerts Widget (typically, upper left hand corner of your Paragon Home page)

1. Login Alert Box

When you login to Paragon, a modal will display your Automatic E-mail Notifications that are soon to expire or Expired Notifications waiting for you to Renew or Deactivate (see below).

Using the buttons in the upper right hand corner of the modal, you can **Deactivate** or **Renew**, the selected notifications.

If you select **Renew**, all selected notices will be renewed for your default notification range (typically 1-year).

