



# Manage Notifications

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You can choose whether to get mobile, web, or email notifications from Google Drive. These notifications can tell you if someone shares a new file or folder with you, you are mentioned in a comment or action item, or someone requests access to a file you own.

***Step 1.***

Open Google Drive.

***Step 2.***

In the top right corner, click on the Settings icon (gear) and then from the drop-down menu, select Settings.

***Step 3.***

In the left panel, click Notifications.

***Step 4.***

Next to the notification settings you want to modify, check or uncheck the box.