

# How to change your Facebook settings

Computer Services have been monitoring the levels of email coming to Brookes addresses from external email services and have found that approximately 10% of email traffic is from Facebook notification messages. Notifications are sent when you receive a comment to one of your posts or pictures or your account is updated and are turned on by default.

Note: While this document refers to Facebook many other "Social Networking" sites offer notification services so please bear this in mind if you sign up with your Brookes email address.

As there are nearly 11,500 members of the Facebook Oxford Brookes network this amounts to a large amount of notifications, and is an added strain on our server that may lead to a delay in processing other messages, and which should be alleviated by Facebook users limiting the number of messages sent to their Brookes accounts.

Excessive amounts of notifications may lead to you going over your [email quota](#) and subsequently not receiving other, potentially important, emails.

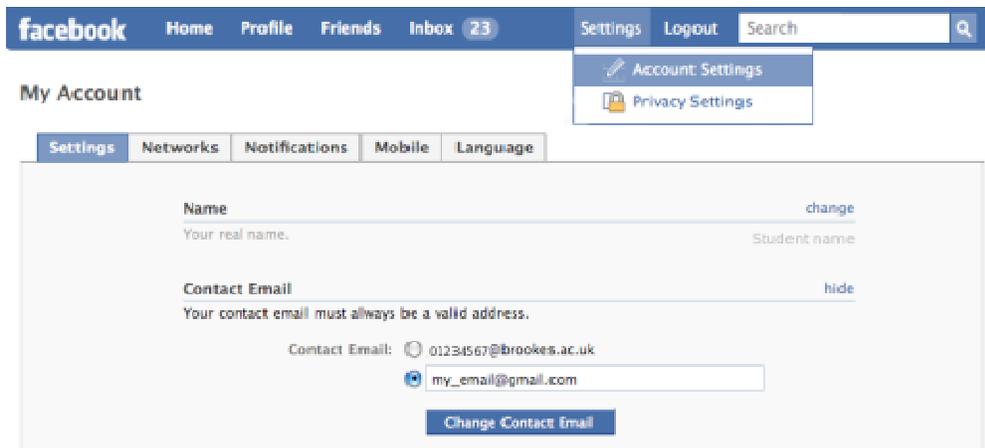
While it is fine to use your Brookes email address for the initial registration (so that you are added to the Facebook Oxford Brookes Network) we recommend that afterwards you change your Facebook settings so that notification messages are sent to a non-Brookes email account or that the messages are disabled entirely.

Note: If you are a finishing student you should change your registered Facebook email address *before* your Brookes email account is closed as important emails such as password requests are sent to your Facebook Contact Email address.

To alter the settings on your Facebook account simply log in and click 'Settings' and then 'Account Settings' on the top navigation menu.

## *Either*

- **Change the Email account**  
To change the email account that messages are sent to select the Settings tab at the top and enter a different (non-Brookes) email address. Click the Change Contact Email button to save your changes.



Or

- **Turn off notifications**  
Alternatively if you want to continue using your Brookes email address we suggest limiting the number of messages that you receive to a more manageable level.

Click on the Notifications tab and set all of the options to 'Off' to stop notification emails from being sent. Important emails regarding your account will still be sent by Facebook. Click the Save Changes button at the bottom of the page to finish.

