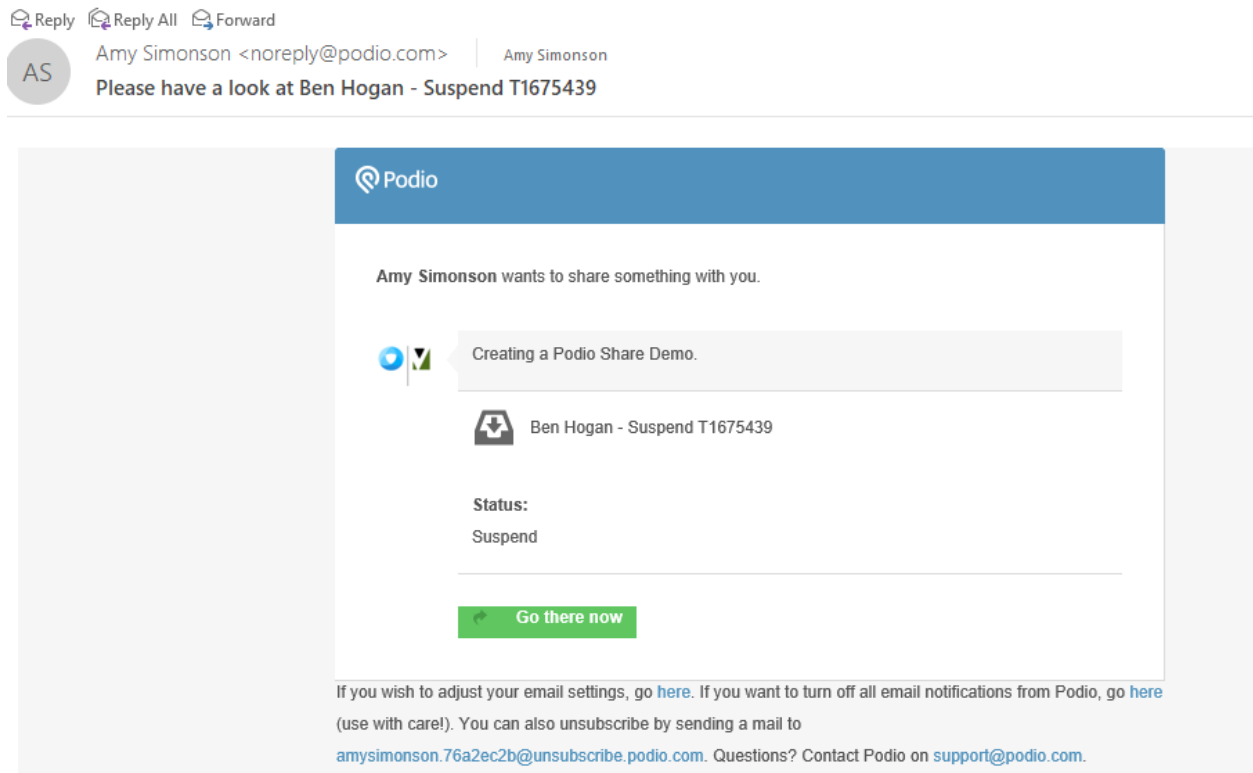


If you are receiving a 'Podio Share' notice, and you have not yet registered to use Podio, just click on the Green 'Go there now' button, which will open the Podio Sign-In screen, shown below.



You can also visit: [Podio.com](https://podio.com) directly to get to the same log-in screen.

The first time you access the platform, you will need to click 'Sign-up'

The 'Sign-Up' screen will ask for only three pieces of information – be sure to use the email address that Podio recognizes, if you are already receiving 'share notices'

1. Email Address
2. Name
3. Password that you create



 You have been logged out.

Sign in with Podio

Email



Password



Sign In

☒ Remember me

[Forgot password?](#)

Don't have an account? [Sign up](#)

Sign in with



ShareFile



Google




Facebook



Microsoft

Already have an account? [Log in here](#)

 [Questions? Ask Podio Support](#)



Good decision.

your **free** account and join over 500,000 teams getting their work done on Podio.

Your work email address *

Your full name *

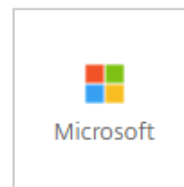
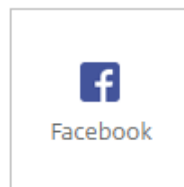
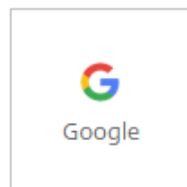
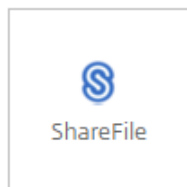
Create a password *

— — —

By clicking, I accept the [Terms of Service](#)
Your privacy is protected.

Sign up

Sign up with

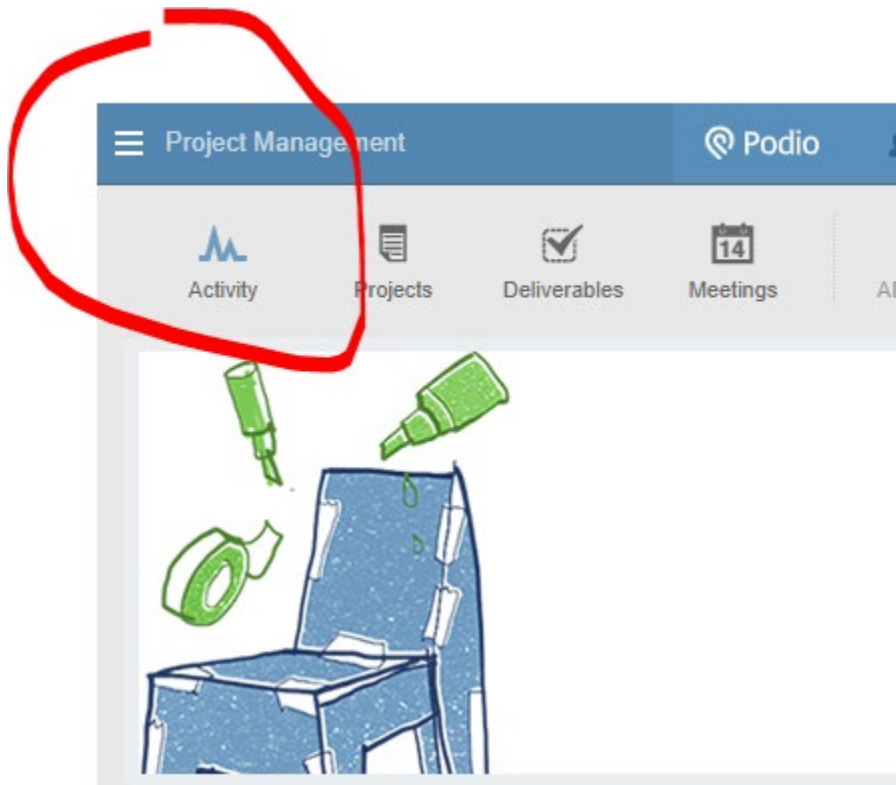


Already have an account? [Log in here](#)

[? Questions?](#) [Ask Podio Support](#)



Once you are in, go to the 'Menu Bar' icon in the top left, and select 'Shared with You' from the dropdown



Controlling Notifications

You can access your 'notifications' settings by clicking on the User Icon in the top right, going to 'Account Settings' and then selecting the 'Email and Notifications' menu.

You can turn all of them off, if you simply want to login and see status. You can leave the first and last one on if you want to receive notices when things change on your items.

Screen shots are below.

?

Q

9692

1

Verity | Encompass

My profile

Account settings

Extension Voucher offer

Create another organization

Pricing

Billing

Batch jobs

My shared apps

Sign out

Rep

Acco

56568

53570

65836

08310

67672

08310

152005

Send me an email when:

- ☒ I receive any messages or notifications
 - ☒ Someone sends me a message
 - ☒ I am given a task, @mentioned, or added to a project, etc.
 - ☒ Changes in workspace membership occur (add, leave, join etc)
 - ☒ I am being reminded about something
 - ☒ I create or update a meeting as the organizer
 - ☒ Someone adds me as a participant to a meeting or a meeting is updated
 - ☒ Something else happens on anything I follow, or have interacted with

On-screen notification settings

- ☒ Enable on-screen notifications
 - ☐ Enable sounds
 - ☐ Enable web notifications (Notifications Center)

Need help managing your notifications? [Read our Help Centre article](#)

Save