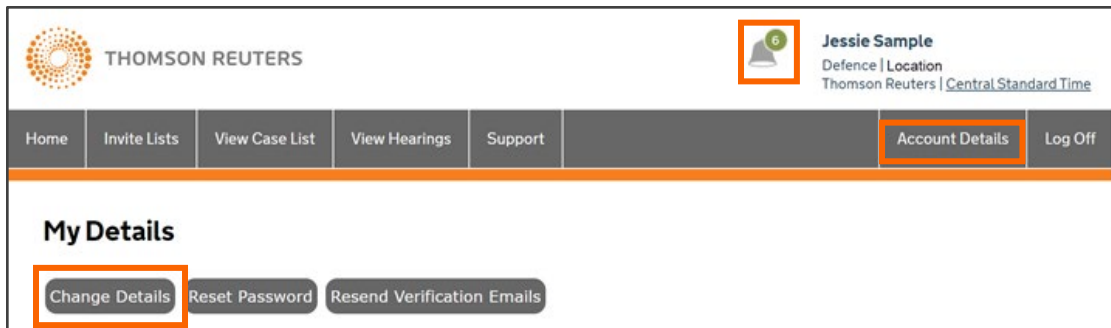# How to manage notifications

Leveraging notifications will allow you to stay up to date on the activates in your case. A bell icon will be displayed in the top right corner next to your name when this feature is activated. The number next to the bell will alert you to new notifications.

You can easily change your settings from your **Account Details** area and choose to turn on/off notifications. Select **Account Details**, then select **Change Details** on the **My Details** page. Check or Uncheck the **Display Notifications** box to show or hide the bell icon at the top of your screen.

Notification Features

To view your notifications, select the **bell** icon next to your name. Use the buttons to:

1. **Shrink/Shrink All** – Shrink notifications for a specific case or all cases.
2. **Grow/Grow All** – Expand the notifications for a specific case or all cases.
3. **Remove All Notifications for this Case** – Remove all notifications for a case.
4. **Remove All Notifications for this Section** – Remove all notifications for a section.
5. **Remove This Notification** – Remove a specific notification.
6. **View** – View the document linked to a notification.

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