

**On your mobile device:**

- **Log-In to your Teacher Ease**
- Choose '**More**' in the bottom right hand corner
- Choose '**Communication Preferences**'
- Click on each tab (Messages from staff, Announcement-School Closure, Announcement - General Info, Grade Updates, Missing Work, New Assignments, Non-Present Attendance, etc.) under notifications and toggle on what you prefer to get for communication. It is advised to toggle on all items. REMINDER: YOU HAVE TO CLICK ON THE 'BLUE SAVE DISK' AT THE TOP RIGHT CORNER FOR EACH SECTION OR IT WILL NOT SAVE.
- Teacher Ease Phone Number #630.592.4200