

Default Inbox Filter

Quick Steps

Are you seeing the right tasks in your **Workday** inbox, or are you missing something important? Your **Default Inbox Filters** control what gets your attention first, mastering it means you'll never overlook a critical task again.

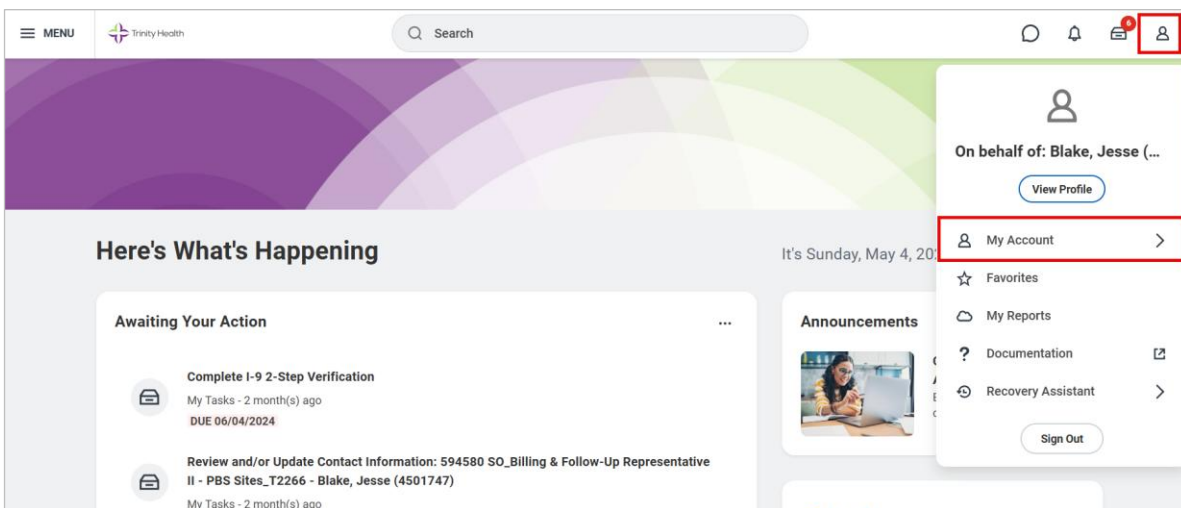
To access your **Colleague Profile** page, click your **Profile** icon > **View Profile**.

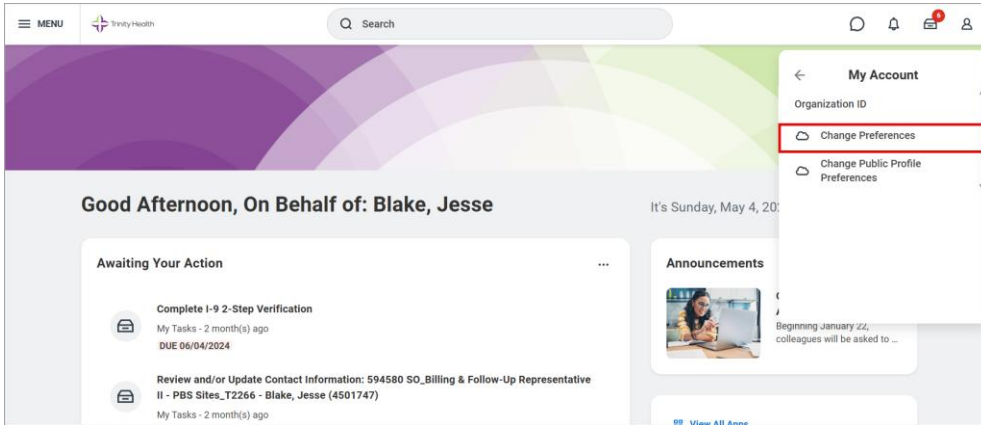
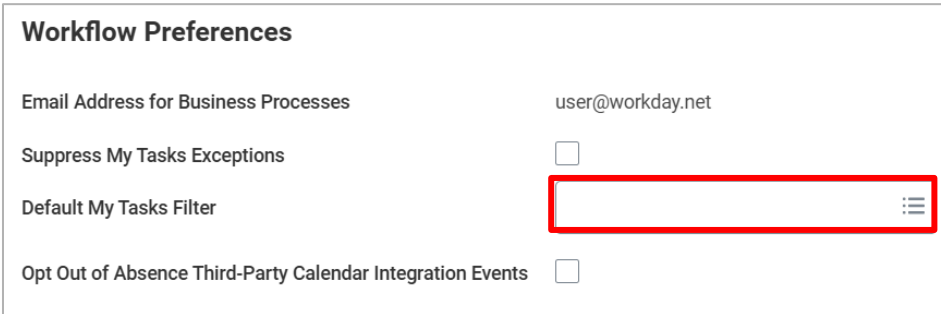

✦ All instructions in this job aid start from the **Colleague Profile** page.

Key Points:

- Master your Default Inbox Filters in Workday to prioritize critical tasks and enhance workflow efficiency.
- Navigate to your Colleague Profile page by selecting your Profile icon and selecting View Profile.
- Customize your Workflow Preferences by accessing the My Account drop-down menu and selecting 'Change Preferences'.
- Adjust your Default Inbox Filter by selecting one of your existing filters in the Default My Tasks Filter box, such as "Recruiting," to focus on specific task categories.

👉 Follow the **Step-by-Step Instructions** below to confidently set your inbox filter.

Step	Action
1	<p>From the View Profile page, select the My Account drop-down menu.</p>  A screenshot of the Workday user interface. At the top, there is a navigation bar with a 'MENU' icon, the 'Trinity Health' logo, a search bar, and several notification icons. A red box highlights the user profile icon in the top right corner. Below the navigation bar, the main content area is titled 'Here's What's Happening'. On the right side of this area, a user profile card is displayed for 'Blake, Jesse'. A red box highlights the 'My Account' link in the profile card's dropdown menu. The dropdown menu also includes links for 'View Profile', 'Favorites', 'My Reports', 'Documentation', 'Recovery Assistant', and a 'Sign Out' button. The main content area shows a list of tasks under the heading 'Awaiting Your Action', including 'Complete I-9 2-Step Verification' and 'Review and/or Update Contact Information'.

Step	Action
2	<p>Select Change Preferences.</p>  <p>The screenshot shows the Workday 'My Account' dropdown menu. The 'Change Preferences' option is highlighted with a red rectangle. The background shows a user profile for 'Blake, Jesse' and a list of tasks.</p>
3	<p>Scroll to Default Inbox Filter under Workflow Preferences. From the Default My Tasks Filter box, select one of your existing filters.</p>  <p>The screenshot shows the 'Workflow Preferences' section. The 'Default My Tasks Filter' dropdown menu is highlighted with a red rectangle. The background shows the 'Email Address for Business Processes' field and other preference options.</p>
4	<p>Select OK.</p>  <p>The screenshot shows two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangle.</p>