



Add Notification Recipients

Only the PI, Faculty Sponsor (if there is one), Primary Contact, and users listed in the “Edit Email List” activity will receive copies of system notifications. A change to the email list can be done at any time.

To add an individual as an email recipient s/he must:

- A. Have access to the workspace as a study team member or guest on the study, AND
- B. Have an HUID

To edit the email list:

1. Log in to irb.harvard.edu
2. [Navigate to a main study workspace](#)
3. Select the “Edit Email List” activity



4. Search for the person's name
 - Start typing a portion of the person's name or email address to pick from a drop down list
 - Click “Add” to search from a pop up list which includes all possible names

Tip: When searching, use the ‘%’ symbol as a wildcard for difficult spelling or long names
5. Select the person
6. Select ‘ok’

ESTR uses the preferred email address associated with a person's HUID. If anticipated notices are not being received; please [view the email address on file](#) with the directory and take [the needed steps to update this information](#) (following update, ESTR will reflect the email address change within approximately three days).

See additional Job Aids for other notification details

- [Notifications and Default Recipients](#): to learn about general information about notifications in ESTR
- [View Current Notification Recipients](#): to learn how to view who is receiving notifications on your study.