

# REFINITIV DIGEST

## How to set up a personalized news briefing in Refinitiv Workspace

### What is Refinitiv Digest?

Refinitiv Digest is a daily personalized news and reports briefing delivered to you by email.

Driven by algorithms, readership data and insights from Reuters editors, it shows you only the most important news, research and events related to the areas you're interested in. You can also view a desktop version of your Digest via the Top News app. This is useful if you want the latest updates between emails.



To access Refinitiv Digest, type **TOPNEWS** into the search bar and press enter. You'll see the Refinitiv Digest menu in the toolbar.

The image shows two views of the Refinitiv Digest. On the left is the desktop version of the Top News app, displaying a dashboard with various market reports and news articles. On the right is an email version of the Refinitiv Digest, showing a list of news items with links to view them on a desktop or mobile device.

**Desktop Version (Left):**

- Search bar: TOPNEWS
- Navigation: APPLIB, MARKETS, COMPANY, NEWS, CHARTING, PORTFOLIOS & MONITORS, SEARCH TOOLS, DEVELOPMENT AND ADMIN TOOLS, MY LAYOUTS
- Current View: REFINITIV DIGEST > GLOBAL EQUITIES
- Global Markets Summary: Hopes for stimulus drive risky assets higher despite weak U.S. jobs report
- Canada Stocks Report: CANADA STOCKS - TSX rises 0.68% to 17,517.04
- U.S. Stocks Report: US STOCKS-Wall St hits highs as slowing job growth spurs stimulus bets
- Portfolio Activity Summary: Britain gets ready for roll-out of Pfizer's COVID-19 vaccine this week
- Company Activity Summary: Pfizer seeks emergency approval for COVID-19 vaccine in India, media say
- Other news: Bezos says Blue Origin will take the first woman to moon's surface; DJ Google Spars With Barry Diller's IAC on Misleading Marketing Practices

**Email Version (Right):**

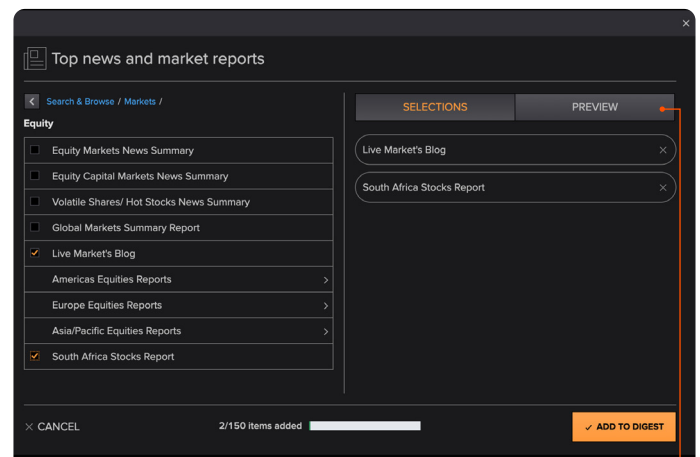
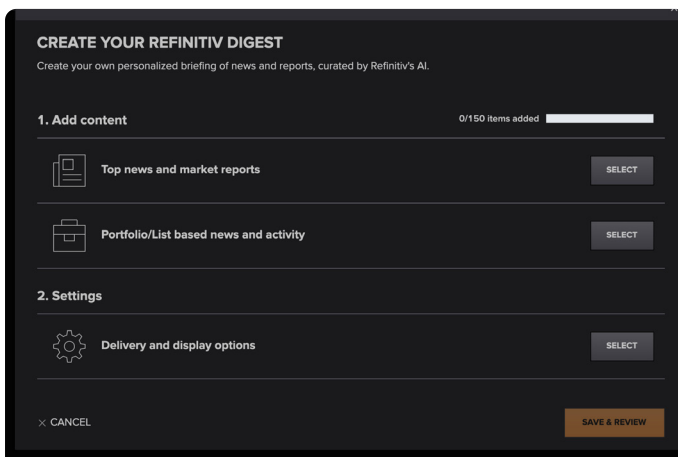
- From: Refinitiv Alerts <refinitiv.alerts@ref...>
- To: RA
- Subject: REFINITIV DIGEST Global Equities
- Date: 05 December 2020 03:00 PM -05:00
- Content: Global Markets Summary Report, U.S. Companies (Top News), and various news items with links to view on desktop or mobile.

Above: the desktop version of Refinitiv Digest via the Top News app; right: Refinitiv Digest by email

# How to set up a Refinitiv Digest

## 1 Launch the set-up window

Type **DIGEST** into the search bar and press enter. You'll see a pop-up window (below left).



Select the **Preview** tab during set-up to see what your Digest will look like.

## 2 Add content

- 2.1 Under Add Content, select **Top News and Market Reports** to choose from our categories or select **Portfolio/List Based News and Activity** to add content related to your portfolios and lists. Note: you can add items from either or both of these.
- 2.2 Use the search tool or browse the menu to find content (above right).
- 2.3 Tick the box next to anything you'd like to add. Your selections will appear on the right-hand side. Select the **X** symbol next to the content to remove it. You can add up to 150 items.
- 2.4 When you're done, select **Add to Digest**.



### Tip

If you have not yet created a portfolio or list, you can do it during this step. Once you've selected **Portfolio/List Based News and Activity**, go to **Create a New List**.



## 3 Choose your settings

### 3.1 Select Delivery and Display Options.

**Delivery and display options**

**Digest name \***  
Enter your Digest name (required)

**Your Refinitiv Workspace language settings**  
You do not have any preferred languages set.  
[Change](#)  
(Language setting affects Company & Portfolio news only)

**Email delivery settings**  
Your current email:  
**lisa.morgan@refinitiv.com** [Change](#)  
(This is the email delivery address linked to your alerts. You can edit your email address anytime in Alert settings)

**Email delivery schedule:**  
Select time

**Send intra-day updates immediately**  
(Note these updates are only available for certain companies)

**Email delivery expiry date:**  
17-Nov-2025

× CANCEL ✓ APPLY

### 3.2 Enter a name for your Digest.

**3.3** Under Your Refinitiv Workspace Language Settings, select **Change** if you want to edit your language preferences. These apply across Refinitiv Workspace, not just Digest. Select **Language**, then make your changes and select **Apply**.

**3.4** Under Email Delivery Settings, choose the time or times you want your daily emails delivered. To opt out of emails, leave this blank and skip to step 3.7.

**3.5** Tick the box underneath for intra-day updates, then select an expiry date for your emails.

**3.6** Choose whether you want your emails to show headlines only or headlines with summaries.

**3.7** Select **Apply**.

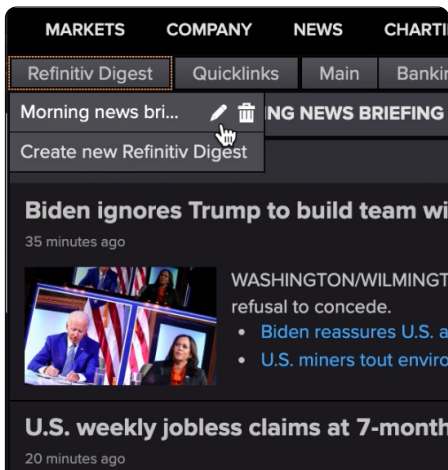


If you haven't already configured your email for alerts, you'll need to do this now. There will be a prompt under Email Delivery Settings. Select **Change** and follow the instructions.

## 4 Save your Digest

Select **Save & Review**. You'll see a summary of your new Digest. Go to **View Digest in App** to see the desktop version of your Digest in Top News.

# Making changes to a Refinitiv Digest



## How to edit a Digest

- 1 Type **TOPNEWS** into the search bar and press enter.
- 2 Go to **Refinitiv Digest** in the toolbar. Hover over the Digest you want to edit and select the **pen icon** (left).
- 3 Make your changes then select **Save & Review**. You'll see a summary of your amended Digest.

## How to delete a Digest

- 1 Go to **Refinitiv Digest** in the Top News toolbar. Hover over the Digest you want to remove and select the **delete icon**.
- 2 Select **Yes** to confirm.

## How to pause Digest emails

- 1 Go to **Refinitiv Digest** in the Top News toolbar. Hover over the Digest you want to edit and select the **pen icon**.
- 2 Go to **Delivery and Display Options**. Under Email Delivery Settings, select **Pause Delivery**.
- 3 Select **Save & Review**. To start receiving your Digest again, return to this screen and select **Resume Delivery**.

## Need more help?

You can contact us directly through Refinitiv Workspace: go to the help icon in the top right corner and select **Get Support**. Or you can access learning content on the training site: [training.refinitiv.com](https://training.refinitiv.com)

Refinitiv is one of the world's largest providers of financial markets data and infrastructure, serving over 40,000 institutions in over 190 countries. It provides leading data and insights, trading platforms, and open data and technology platforms that connect a thriving global financial markets community – driving performance in trading, investment, wealth management, regulatory compliance, market data management, enterprise risk and fighting financial crime.

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