



HOW TO CHANGE YOUR NOTIFICATION AND SUBSCRIPTION PREFERENCES

Notifications from FPA Community can be customised based on your preferences. These notifications come in the form of emails, and are drawn from your community subscriptions, as well as some system activities.

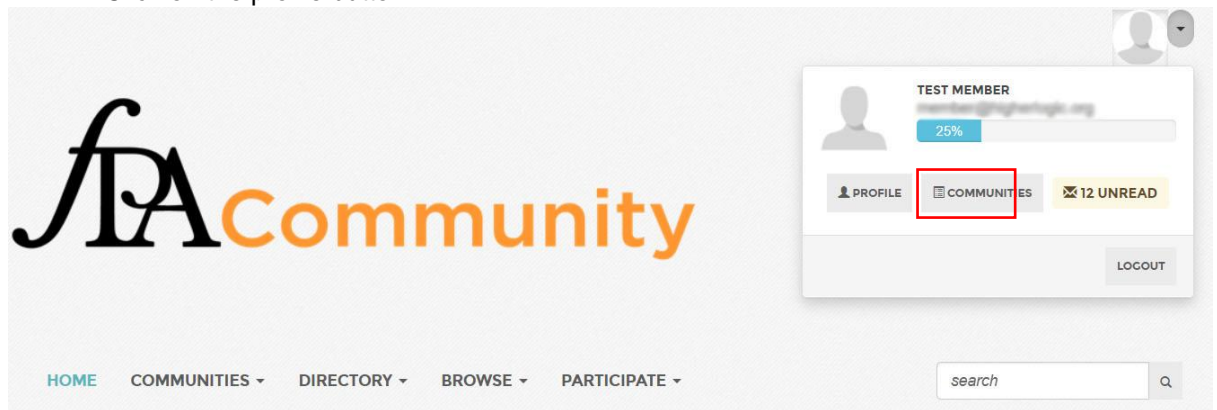
Community subscriptions are notifications that come from communities that you are a member of.

System activities are activities such as:

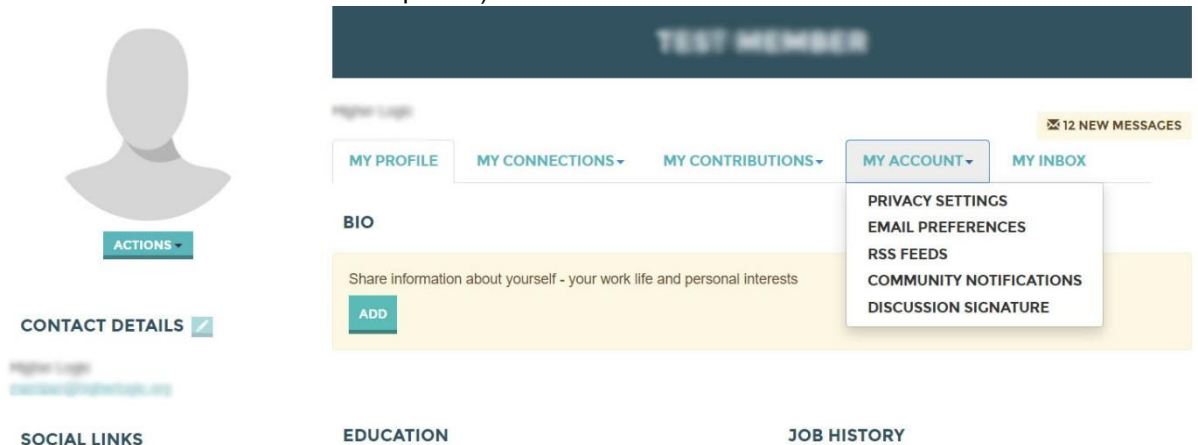
- Member messages
- Community alerts

To access your subscription settings:

1. Click on your profile icon at the top right of any page
2. Click on the profile button.



3. **How to get to your settings:** Once you have accessed your profile, navigate to the appropriate location. This includes:
 - Email preference settings to set the types of emails you want to receive
 - Community notifications to set what community notifications you receive (also known as 'subscriptions').



4. **How to choose the frequency of notifications:** When you access the Community notifications page, you will be able to see a list of all the Communities you are currently a member of. Select the frequency of the Community notifications according to the following:
- a. Real Time- receive notification every time an activity occurs within the selected community
 - b. Daily Digest- receive an email once a day for each community you are subscribed to
 - c. No email- Do not receive any email for this community
 - d. Consolidated Daily/Weekly digest- receive a daily/weekly email that contains all the activities that occurred in all the communities selected in the consolidated column
- **Note: To avoid repetition of emails, please slide button 'yes'. The button is located next to the sentence 'Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest'.**

Community notification will be delivered to your primary address:

[\[Redacted Email Address\]](#)

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Daily Consolidated Community Digest: ?

Deliver to your primary address. [change](#)

Weekly Consolidated Community Digest: ?

Deliver on **FRIDAY** to your primary address.

Discussion Email: ?

You have no override email addresses for discussion emails. [add override addresses](#)

NOTIFICATION SETTINGS

Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

46 Communities		COMMUNITY NAME A ▾	
Community		Consolidated Daily Digest	Consolidated Weekly Digest
2019 FPA Congress	Real Time Daily Digest No Email NO EMAIL ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACT Chapter Students	NO EMAIL ▾	<input type="checkbox"/>	<input type="checkbox"/>