TIA Connect allows you to set, individually, how frequently you receive emails from each committee to which you belong. You’ll also see email referred to as “Discussion Posts”.

**Setting Your Preferences**

After logging into TIA Connect, you’ll see (in the top, right-hand corner) a down arrow next to your picture (or an avatar if you haven’t uploaded your picture). Click on the **Communities** button.

Select the **Email Preferences** option from the **My Account** tab.

The first screen to display control the overall receipt of emails.
Setting Your Email Delivery Preferences

Email Preferences
In addition to community notifications, other messages are routinely sent to users. These messages - System, Community, Participation, and Promotional - will always be sent to your profile inbox. By default, they are also emailed to your preferred email address. Select ‘no’ below to opt-out of receiving certain emails per your preferences. You will always receive these messages in your profile inbox regardless of these settings.

Email notifications and communications will be delivered to the email address below.

vmitchell@taonline.org
Change

System Emails
Emails required to confirm user participation. Users cannot opt-out of these emails.

Community Emails
Emails typically sent from Community Admins or the Community Manager via automation rules (ex: moderation notifications, Component Manager emails). Some automation rules-based emails may be in other categories. By default, you receive Community emails from all your Communities unless you explicitly opt-out.

Manage Opt-out List

NOTE: Discussion and consolidated digest settings are on the Community Notifications page.

Participation Emails
Emails reflecting one-on-one interactions (ex: reply to sender, contact requests, @mentions, real time notifications).

Promotional Emails
Emails that promote the outcome of purchase (ex: purchase the book of an annual conference speaker).

The Community Notifications link, under the Community Emails section, will take you to the area that allows for committee-by-committee email settings.
Setting Your Email Delivery Preferences

Community Notifications
Community notification will be delivered to your primary address:
vmitchell@tiaonline.org

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.

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.

<table>
<thead>
<tr>
<th>Community</th>
<th>Discussion Email</th>
<th>Consolidated Daily Digest</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIA Standards Work Area</td>
<td>Real Time</td>
<td></td>
</tr>
<tr>
<td>Edge Data Centers</td>
<td>Daily Digest</td>
<td></td>
</tr>
<tr>
<td>P85 Committee</td>
<td>Real Time</td>
<td></td>
</tr>
<tr>
<td>Smart Grid/DC Test Committee</td>
<td>No Email</td>
<td></td>
</tr>
<tr>
<td>TR-40 ICT Lifecycle Management</td>
<td>Real Time</td>
<td></td>
</tr>
<tr>
<td>TR-86 Mobile and Personal Private Radio Standards</td>
<td>Real Time</td>
<td></td>
</tr>
<tr>
<td>TR-87 I Equipment Measurement Procedures</td>
<td>Real Time</td>
<td></td>
</tr>
</tbody>
</table>

Notification Settings
The drop-down list under the Discussion Email column sets how often you want to receive emails sent to the committee.

- **Real-Time** – receive the emails when they are sent.
- **Daily Digest** – emails sent during the day are consolidated into a single message, delivered to you each morning.
- **No Email** – you are a member of the committee but do not wish to receive emails sent to the group.

By checking the checkbox under the Consolidated Daily Digest, you receive one email of all the activity that occurred on the previous day, including: documents uploaded, announcements and events.