

Manage Your Community Notifications

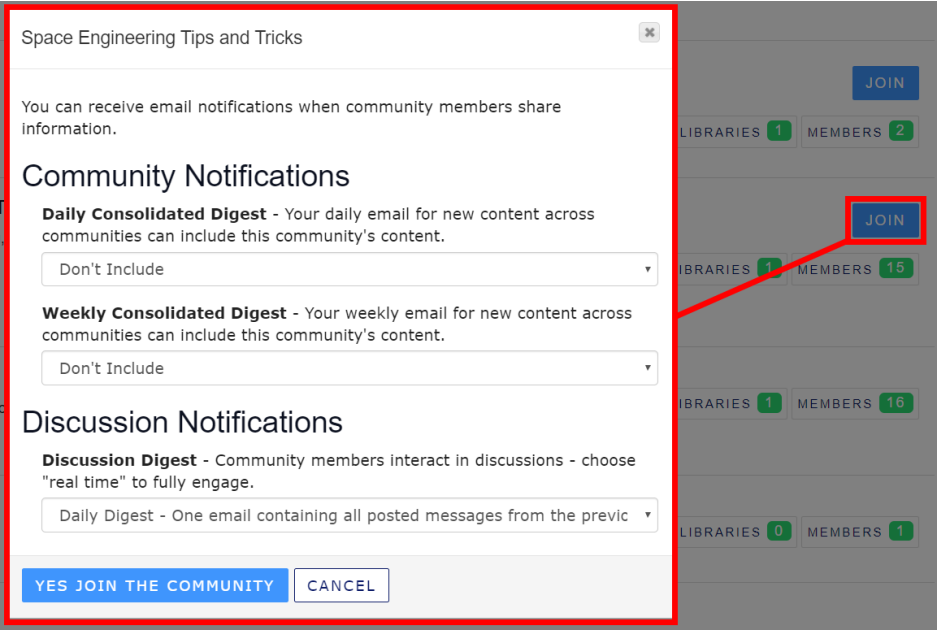
Updated 4 months ago

Upon joining a community, you'll be prompted to choose whether you want to receive notifications *from* that community. While you can opt-out altogether, choosing to receive notifications makes it easy to stay current on community activity and engage promptly to new content like discussion posts.

Notification types

These notifications come in two forms: **community notifications** and **discussion notifications**. At a high level, *community notifications* include activity from *across* the community while *discussion notifications* are specific to *just* discussion posts.

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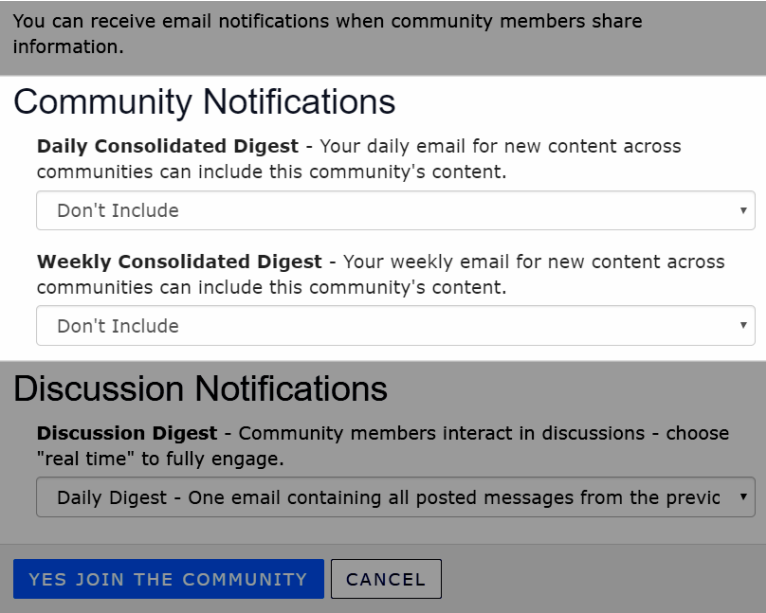


Let's learn more about these two notification types.

Community notifications

These community digests, which you can receive **daily** and/or **weekly**, offer a comprehensive view of *ALL community activity* from the previous day or week. They include new announcements, blogs, discussions, library uploads, and new volunteer opportunities.

When joining a community, use the associated dropdown to select whether to include *this* community's content in the daily or weekly digest (or both).



NOTE: Keep in mind you're not deciding whether to receive a *unique* daily or weekly consolidated digest for *each* community you join; rather, when joining a community, you're choosing whether to include *its* content *in* the daily and/or weekly digest. In other words, there's a *singular* daily digest email and a *singular* weekly digest email comprehensive of ALL community content you add to them.

Discussion notifications

While joining a community enables you to participate in its discussions online, choosing a discussion notification subscription type enables you to both *post and receive messages directly from your email* without even having to log in. This makes it easy to stay up to date and participate in the conversations happening across the communities you belong to.

You can receive email notifications when community members share information.

Community Notifications

Daily Consolidated Digest - Your daily email for new content across communities can include this community's content.

Don't Include ▼

Weekly Consolidated Digest - Your weekly email for new content across communities can include this community's content.

Don't Include ▼

Discussion Notifications

Discussion Digest - Community members interact in discussions - choose "real time" to fully engage.

Daily Digest - One email containing all posted messages from the previc ▼

[YES JOIN THE COMMUNITY](#) [CANCEL](#)

You can choose one of three discussion notification types:

- 1. **Real Time** - Receive a nearly instantaneous email each time someone posts to the discussion. This is a great option if it's important for you to reply promptly to questions and/or you simply want real-time insight into the conversations happening in a community.
- 2. **Daily Digest** - Receive a single email compiling ALL discussion posts from the previous day. Delivery time for these emails is generally between 1—5 am EDT (this time frame is not configurable). Depending on your need to keep up with discussion content, digest notifications are a great choice for busy discussions to prevent your email from being flooded with dozens of messages on a daily basis.
- 3. **Opt-out** - Choose this if you do **not** want to receive notification emails about new discussion activity. Think of this as turning notifications OFF for a community discussion.

Manage your notifications

While you're prompted to choose your community and discussion notification preferences upon joining a community, you're free to manage them from your profile at any time.

From your profile, navigate to **My Account > Community Notifications**.

My Profile ▼ My Connections ▼ My Contributions ▼ My Account ▼ My Inbox Admin

Community Notifications

Community notification will be delivered to your primary address: [redacted]

To receive specific community notifications at an address other than your primary address, please enter an email address () where desired.

Daily Consolidated Community Digest: ⓘ
Deliver to your primary address. [change](#)

Weekly Consolidated Community Digest: ⓘ
Deliver on **SUNDAY** ▼ to your primary address. [change](#)

- Change Password
- Privacy Settings
- Email Preferences
- RSS Feeds
- Community Notifications**
- Discussion Signature
- Disable My Account

Let's look at each action you can perform on this page.

Manage notifications for each of your communities

At the bottom of the page, each community you belong to is listed. For each, you can manage:

- its discussion notification subscription type
- and whether that community's content should be included in the daily and/or weekly consolidated digest.

3 Communities

COMMUNITY ▾

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
Command Central	REAL TIME ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Martin Colony Chapter	DAILY DIGEST ▲	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terraforming	NO EMAIL ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To make an update, simply select an option from the dropdown and/or check the appropriate box for the consolidated digests. These actions apply the update immediately, and no additional save action is required.

Set override email addresses for your notifications

By default, all community and discussion notifications are sent to your account's primary email address (this is shown at the top of the page).

If desired, you can set an override email address for both your daily and weekly community consolidated digests AND your discussion notifications.

Community Notifications

Community notification will be delivered to your primary 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

SUNDAY ▾

 to your primary address. [change](#)

Discussion Email: ⓘ

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

Set community digest overrides

The process for these two digests is the same:

1. For either digest, click the **change** link to the right.
2. In the pop-up, enter the email address you want the digest sent to.
3. Click **SAVE**.

Override Email Address for Weekly Consolidated Digest

Enter the email address at which you wish to receive the weekly consolidated digests. Remove the address to receive the digests at your primary email address.

Override email address

SAVE **CLOSE**

Daily Consolidated Community Digest: Deliver to your primary address. **change**

Weekly Consolidated Community Digest: Deliver on **SUNDAY** to your primary address. **change**

NOTE: For the weekly community digest, you can also set which **day** you want the email delivered.

Set discussion notification overrides

You can have the discussion notifications for *each* community you belong to sent to a specific override address. For example, if you belong to five communities, you can set a unique override address for *each* of their discussions, have two go to one address and three to another, and so on.

1. Click the **add override addresses** link to the right.
2. From the dropdown, select one or more communities.
3. In the **override email address** field, enter the email address you want the discussion notifications for the community(ies) you selected sent to.
4. Click **SAVE**.

If you're setting unique addresses for one or more discussions, simply repeat this process.

Discussion Override Email Address

Enter the email address at which you wish to receive the discussion email for the selected communities. Remove the address to receive the email at your primary address.

Override email address

Select community discussions for override address

SELECT ONE OR MORE

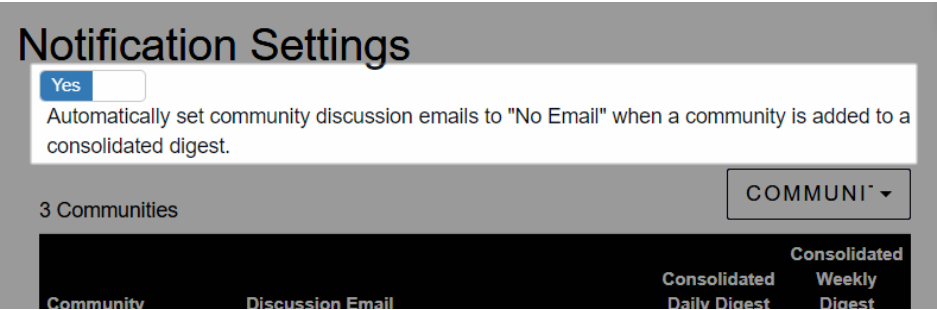
Note: Only communities enabled to allow override addresses appear in the list.

SAVE **CLOSE**

Discussion Email: You have no override email addresses for discussion emails. **add override addresses**

Enable automatic discussion notification update

Right below the **Notification Settings** header is a helpful toggle: If set to **YES**, a community's discussion notification subscription type is automatically changed to **No Email** if that community is added to a daily and/or weekly consolidated digest.



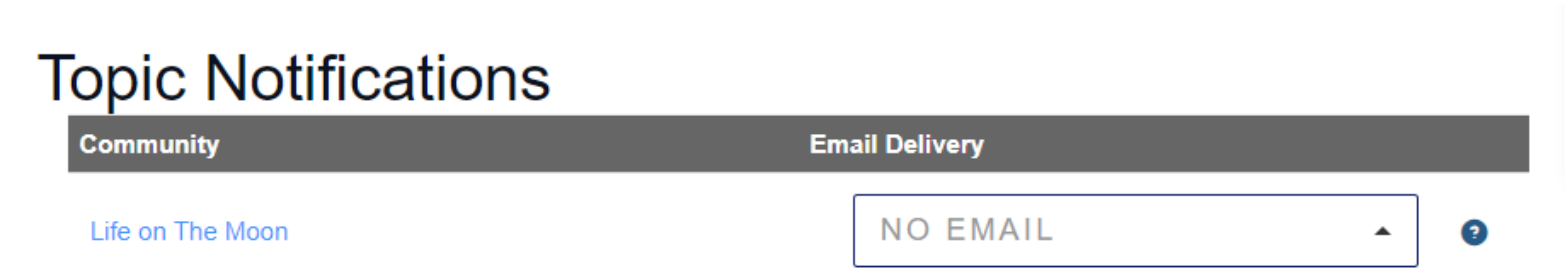
While this prevents you from receiving the same discussion notifications in two separate emails (once in the discussion notification and again in the consolidated digest email), be sure you understand the following important distinction: Consolidated digests are different than discussion notifications in two ways:

- Instead of just discussion posts, they compile ALL of a community's content, including library uploads, blog articles, announcements, and events. So, if you want email notifications that *only* include discussion posts, you'll want to keep a community's discussion notification active.
- They DO NOT provide two important features discussion notifications do: **(1)** Only previews of Discussion posts are included, meaning longer posts are not shown in their entirety (but you can click the links to view them), and **(2)** you can't reply to messages directly from a digest email like you can from notification emails.

For these reasons, consolidated digests are *typically* not the recommended notification type for discussions, especially if you want the ability to reply via email.

Set Topic Community notifications

If your organization has a Topic Community, you'll also notice an area to manage its notifications as well. See [Topic Communities](#) to learn more about Topic Communities and managing its notifications.



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