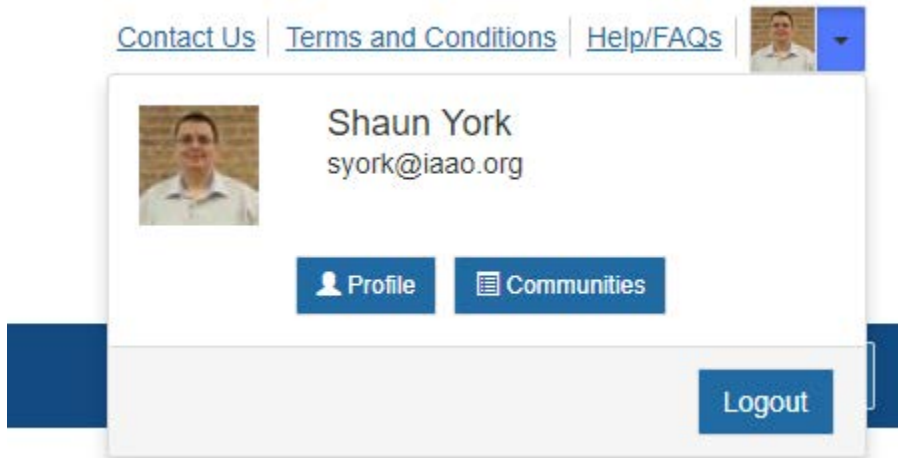


# Email Settings

To get started with controlling your IAAO Connect email settings follow the steps below. For additional resources please visit the [IAAO Connect FAQ Page](#), or email [Connect@iaao.org](mailto:Connect@iaao.org).

## Step 1

Click the **down arrow** to the right of your Profile Image/Icon. Then click **Profile**.

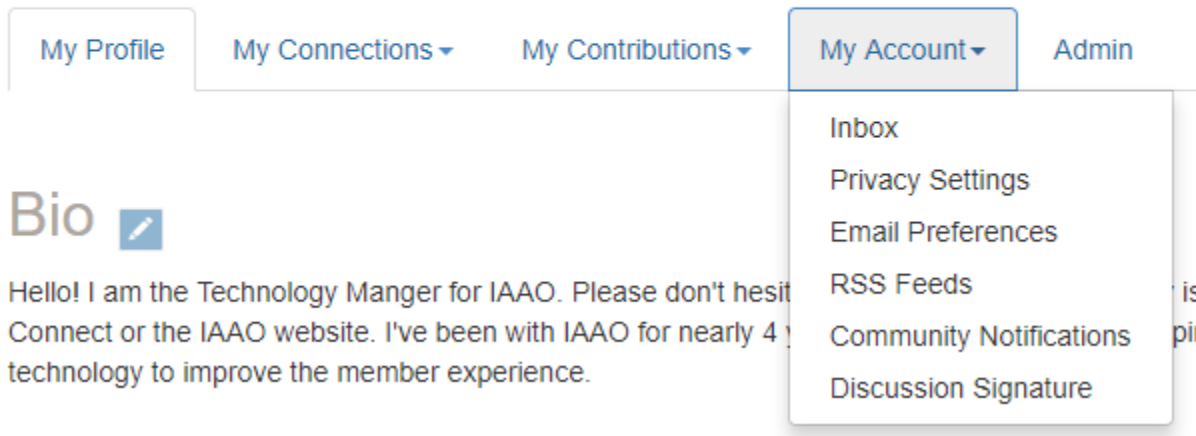


## Step 2

From your **Profile** page, click on the **My Account** drop down and select **Email Preferences**.

Mr Shaun York

Technology Manager, IAAO



### Step 3

Read and review the various options that make up your **Email Preferences**. Be sure to read the description for each category, as IAAO Connect emails are broken out into a variety of options.

## Email Preferences

In addition to [community notifications](#), other messages are routinely sent to users. These messages -System, Community, Social, 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.

[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.

### Social Emails

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

### Promotional Emails

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

## Step 4

From the **My Account** drop down menu, select **Community Notifications**. From here you can configure how you receive emails specific to each of **Communities** you belong to. Selecting **No Email** means you will not receiving any emails regarding new posts in that specific **Community**. Choose **Real Time** to receive a new email each time a new post is made. And finally, you may choose **Daily Digest** to receive a summary of all posts for that community sent every 24 hours.

## Step 5

You may also choose to include each Community in a **Daily** or **Weekly Consolidated Community Digest**. By default you will not receive **Discussion Emails** for any Community included in a Consolidated Digest. Click the **Blue Boxes** to add the Community to the **Consolidated Daily Digest** or **Consolidated Weekly Digest**. A **Digest** is a comprehensive view of all activity from the preceding day or week for all the Communities you specify in a single email. This includes announcements, discussions, library entires, and new members.

### Community Notifications

Community notification will be delivered to your primary address:

syork@iaao.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. [change](#)

#### Weekly Consolidated Community Digest: ?

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

#### 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.

9 Communities

Community Name A-Z ▾

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">Annual Conference</a>	No Email ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">AVM/Modeling</a>	No Email ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">General</a>	No Email ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">GIS/Mapping</a>	No Email ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">IAAO Education</a>	No Email ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>