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.

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**.
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:

[syorl@iaao.org](mailto:syorl@iaao.org)  Change

<table>
<thead>
<tr>
<th>Section</th>
<th>Default</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>System Emails</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Community Emails</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Social Emails</strong></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>Promotional Emails</strong></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Discussion and consolidated digest settings are on the [Community Notifications page](#).

### Community Emails

Emails typically sent from Community Admins or the Community Manager via automation rules (e.g., 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](#)

### Social Emails

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

### Promotional Emails

Emails that promote the outcome of purchase (e.g., 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 entries, and new members.