UAccess COMMUNITY
Recommended Email Settings

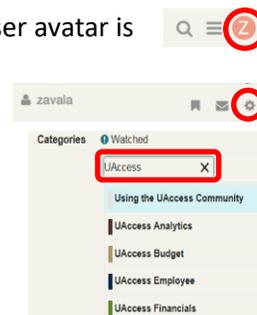University Information Technology Services

As a member of the UAccess Community, you're likely to be interested in one or more of the discussion forums. Perhaps you'd like to receive email notifications from that Forum. To that end, we have a few recommendations for you regarding the various email settings available for the Community Forums.

Updating Email Settings

1. Locate and click the **User icon** at the top right of the screen. The default User avatar is the first initial of your last name.
2. Click on the **Preferences** icon. It looks like a gear or cog.
3. Scroll to the bottom of the page and locate the **Categories** section.
4. Click in the box below the **Watched** label and start typing the word UAccess. A list of categories (forums) will appear. Simply choose the forums from which you wish to receive email notifications.
5. Use the table below to make other modifications, as desired.

Setting	Definition	Recommendation
Activity Summary	A scheduled email digest of the most popular topics from all Forums.	**Uncheck the box** to deactivate this setting.
Mailing List Mode	Sends an email for every post in every topic in every Forum. Important: This setting overrides options in Activity Summary (above) and Categories (below).	**Uncheck the box** to deactivate this setting.
Categories: Watched	You will receive an email for each **new topic** in the categories you select for this level. If you create a new topic in **any** category, you are automatically Watching that **topic** (regardless of your level of interest in the Category). You will receive an email for every **post** if you participate in a topic discussion. This level of interest also counts posts inside of the Forum. This is indicated by little numbers above your avatar.	List the Forums you'd like to Watch.
Categories: Tracked	You will not receive an email unless someone mentions your @name. This level of interest also counts posts inside of the Forum. This is indicated by little numbers above your avatar.	List the Forums you'd like to Track.
Categories: Normal	You will not receive an email unless someone mentions your @name.	This is the default setting.
Categories: Muted	You will never be notified of anything.	List the Forums you'd like Muted.

6. Save your changes.