How to Change your Email Preferences

1. Login to the AMSN Hub and go to your profile page by selecting the dropdown in top, right corner of the webpage. Click the “Profile” button then dropdown for “My Account.”

2. Under the “My Account” dropdown you can view your inbox, change your privacy settings, set up your email preferences, adjust how often you would like notifications and create your signature.

Privacy Settings: Change what contact information is available in the Membership Directory.

Email Preferences: Change what email address you would like to receive your notifications.
Note: This will not change your login information.

Community Notifications: Configure the frequency and delivery details for each community discussion.
3. Community Notifications is the section to select how often you would like to receive discussion responses. You can set what type of notification you would like to receive for each individual community.

### Notification Settings

- **Yes**: Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

**When this feature is on, you will only receive one email for ALL community emails that have been set to consolidated daily digest.**

<table>
<thead>
<tr>
<th>Community</th>
<th>Discussion Email</th>
<th>Consolidated Daily Digest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AWSN STAFF</strong></td>
<td>Real Time, Daily Digest</td>
<td></td>
</tr>
<tr>
<td><strong>EOD Orientation</strong></td>
<td>Real Time, Daily Digest</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Convention Innovations Task Force</strong></td>
<td>Real Time, Daily Digest</td>
<td></td>
</tr>
</tbody>
</table>

**Real Time**: You will receive each message as it is sent. This is recommended if you are an active participant in a group.

**Daily Digest**: You will receive one email at the end of each day (as long as messages were sent by that day) containing all of the day's messages.

**Consolidated Digest**: You will receive all of your daily digests in one consolidated email.

**No Emails**: If you select "No Emails," you will never receive emails for this Discussion group. To unsubscribe from emails, make this selection. You will still have the ability to log in to the Hub to view the discussion threads that are peer generated content.