We frequently get asked by members how to update their email settings—whether they are missing emails or feel that they are receiving too many. Use these instructions to manage your preferences and ensure you are receiving everything you need from your communities, at your preferred frequency.

“Community Notifications” refers to the emails you receive from Engage that are triggered by activity within the communities to which you belong. Each community you belong to will generate its own daily digest email which is only sent out if there is any activity within the community during the previous day. If you belong to multiple communities, you may prefer to consolidate some of them into one daily or weekly digest. Receiving separate emails for certain communities may be your preference if there is a high level and frequency of activity, or if there are time-sensitive projects you are collaborating on.

Navigate to “My Account” from your Profile page.
Profile > My Account > Community Notifications

For each community to which you belong, you can choose from the following options:

1. **Daily Digest**: Receive one daily email each morning containing the community’s activities from the previous day.
2. **Real Time**: Receive an email as soon as messages are posted to the community.
3. **No email**: Unsubscribe from activity notifications in that community.
4. **Consolidated Daily/Weekly Digest**: If you belong to multiple active communities, you may opt to receive a Consolidated Daily or Weekly Digest for the communities that you select in your Notification Settings. This means you will see all updates, from each of the communities that you belong to, in one digest (on a daily or weekly basis).