



## Emails & Notifications

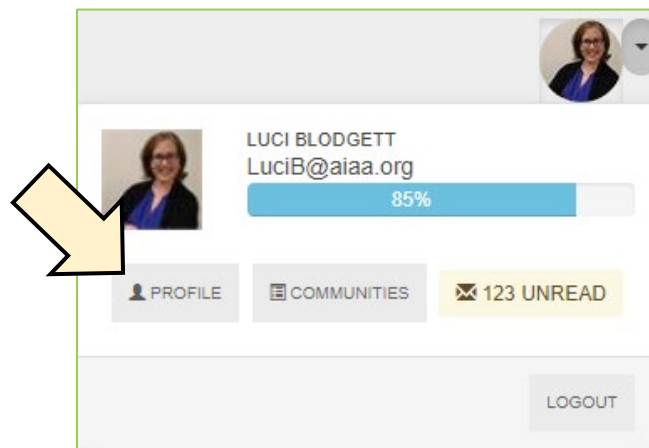
### Managing your Preferences

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*. You can access these settings by clicking on your profile, and then the My Account tab.

Within your Engage account settings, “**Community Notifications**” refers to the digest emails you receive from Engage that are triggered by discussion posts within the communities to which you belong. Each community you belong to will generate its own digest email which is only sent out if there is any activity within the community during the previous day. The default setting for most communities is a Daily digest email subscription, but you also have the option of receiving Real Time digest emails, or consolidating some of them into a Consolidated Daily or Weekly digest.

“**Email Preferences**” refer to the other messages that get sent out through Engage that are not due to discussion board activity. From your Engage account settings, you have the option of selecting Yes or No to Community Emails (the messages that are sent when a Community Admin uses the tool that enables them to send a direct email to all of their current community members), Participation Emails (messages triggered when another user comments on your library entry, requests you as a contact, @mentions you, or anything else that is most like a 1:1 communication), and Promotional Emails (we don’t use this category in Engage).

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



We recommend checking on your Community Notifications and Email Preferences periodically throughout the year. As you join and leave various communities within Engage, it’s important to keep an eye on your settings to make sure you’re receiving everything you should be receiving.

## 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).

**Christopher Weaver**  
Community Manager, American Institute of Aeronautics and Astronautics

[My Profile](#) [My Connections](#) [My Contributions](#) [My Account](#) [My Inbox](#) [Admin](#)

[Privacy Settings](#)  
[Email Preferences](#)  
[RSS Feeds](#)  
**[Community Notifications](#)**  
[Discussion Signature](#)

**Community Notifications**  
Community notification will be delivered to your primary address:  
[communitymanager@aiaa.org](mailto:communitymanager@aiaa.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.

**Weekly Consolidated Community Digest:**  
Deliver on [Sunday](#) to your primary address.

**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.

4 Communities

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">Cosmic Cafe - AIAA Staff</a>	No Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Engage Community Champions</a>	Daily Digest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Microsoft Manager Community</a>	Daily Digest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Open Forum</a>	Real Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## EMAIL PREFERENCES

We strongly suggest leaving all Email Preferences set to "Yes". However, if you do toggle any of these to No, you will still receive these messages in your Engage inbox – this option works for those who prefer to sign in to Engage and view all their messages there instead of getting them sent direct to their email inbox.

[MY PROFILE](#) [MY CONNECTIONS](#) [MY CONTRIBUTIONS](#) [MY ACCOUNT](#) [MY INBOX](#) [ADMIN](#)

**EMAIL PREFERENCES**

In addition to [community notifications](#), other messages are routinely sent to users. These messages -System, Community, Participation, 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.  
[LuciB@aiaa.org](mailto:LuciB@aiaa.org) [Change](#)

**SYSTEM EMAILS**  
Emails required to confirm user participation. Users cannot opt-out of these emails. ☒ Yes

**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](#) ☒ Yes

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

**PARTICIPATION EMAILS**  
Emails reflecting one-on-one interactions (ex: reply to sender, contact requests, @mentions, real time notifications). ☒ Yes

**PROMOTIONAL EMAILS**  
Emails that promote the outcome of purchase (ex: purchase the book of an annual conference speaker). ☒ Yes