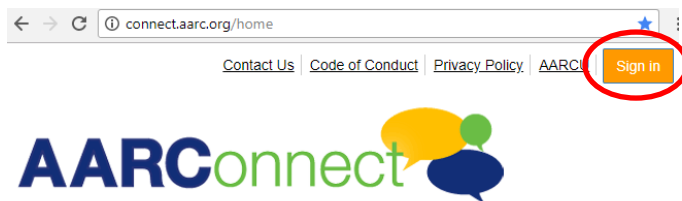


Adjusting Your Email Notifications & Preferences for AARConnect Communities

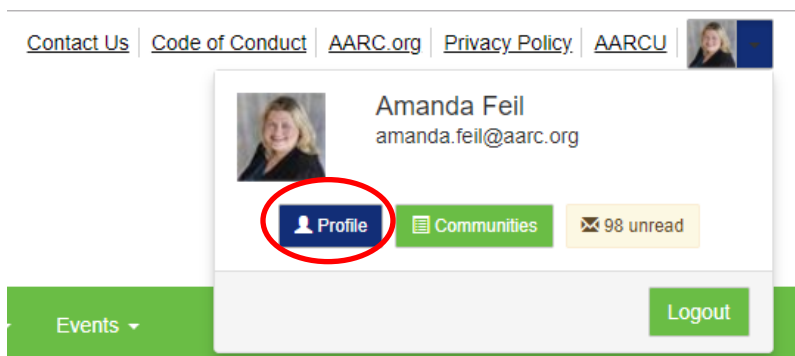
AARConnect is an exclusive member benefit of the AARC. This professional platform gives you the opportunity to connect with your colleagues throughout the world by sharing information. AARConnect allows you to decide how often you receive email notifications from your communities. It also allows you to adjust your email preferences for other messages, such as system, participation, and promotional emails.

Here are the steps to change your community notifications:

- Logon to AARConnect with your AARC member login and password. If you do not know your login information, please contact our Customer Service team at info@aacrc.org or 972-243-2272 (Monday – Friday, 8 am – 5 pm central).



- Click on the arrow by your profile picture in the top right hand corner and click on profile.



- Click on My Account – Community Notifications.

Amanda Feil

Membership Development Manager, American Association For Respiratory Care

My Profile
My Connections
My Contributions
My Account
Admin

Inbox
Privacy Settings
Email Preferences
RSS Feeds
Community Notifications
Discussion Signature

Bio

I'm excited to be at the AARC! It is an amazing time to be involved in the benefits of AARC membership. We're here to help, so don't miss out on any of the benefits of AARC membership.

Prior to joining the staff at the AARC, I worked at an insurance company for 10 years.

- Scroll to Notification Settings. Here you can pick whether you receive Real Time, Daily Digest, Plain Text, or No Email.

Real Time – An email notification is sent as soon as a discussion is posted.

Daily Digest – One email notification that includes all posts in that community for the day is sent once a day.

Plain Text – Email notifications will be sent in plain text without html formatting.

No Email – No email notifications will be sent. You will still be a member of the community and can still view posts online.

Notification Settings

57 Communities

Community Name A-Z

| Community | Discussion Email |
|---------------------------------------|------------------|
| AARC BOD Orientation | Real Time |
| AARC Committee Chairs | Real Time |
| AARC Sputum Bowl | Daily Digest |
| | Plain Text |
| | No Email |

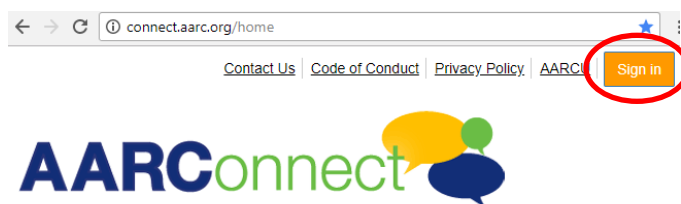


If you choose not to receive emails notifications, you can also go navigate to the AARConnect website and view the posts there. Here are the steps to do that:

- Logon to AARConnect with your AARC member logon and password.
- Navigate to Communities – My Communities.
- Click on the community you would like to view.
- From there you will be able to view discussions, see shared files, etc.

Here are the steps to change your email preferences:

- Logon to AARConnect with your AARC member logon and password. If you do not know your logon information, please contact our Customer Service team at info@aarconnect.org or 972-243-2272 (Monday – Friday, 8 am – 5 pm central).



- Click on the arrow by your profile picture in the top right hand corner and click on profile.



- Click on My Account – Email Preferences.



- Here you will see the different options for email preferences.

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.

amanda.feil@aarconnect.org [Change](#)

System Emails Yes ☐

Emails required to confirm user participation. Users cannot opt-out of these emails.

Community Emails Yes ☐

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](#)

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

Participation Emails Yes ☐

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

Promotional Emails Yes ☐

Emails that promote the outcome of purchase (ex: purchase the book of an annual conference speaker).

If you want to receive emails in a certain category, make sure the slider is set to Yes. If you do not want to receive emails in a certain category, slide the selector to No by clicking the white space next to Yes.

☐ No