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 logon and password. If you do not know your logon information, please contact our Customer Service team at info@aarc.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.

• 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.
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@aarc.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.

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.