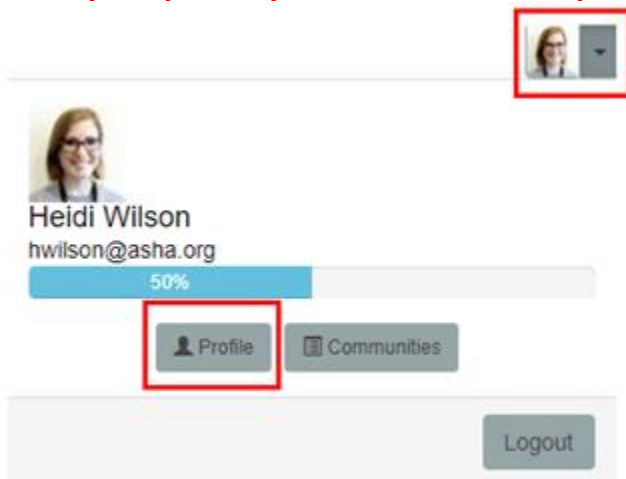




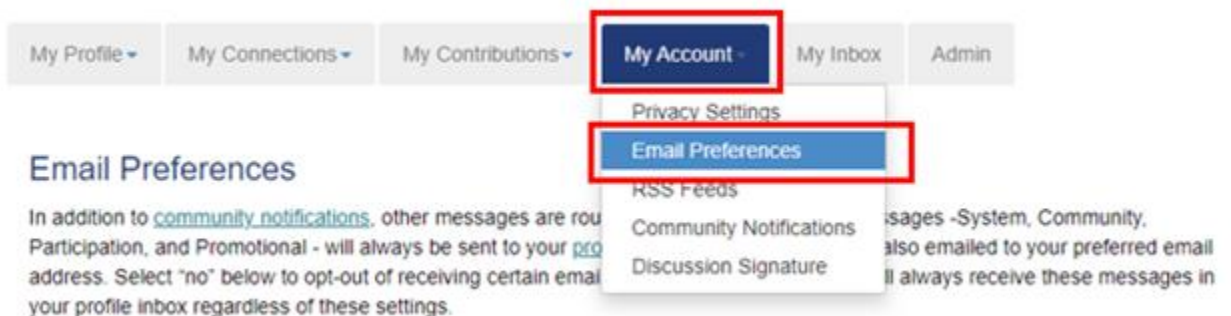
Updating Your Email Preferences

You can manage your email preferences from the “Email Preferences” page. To access this page and set your email notification settings:

1. **Sign into the ASHA Community (<https://community.asha.org/home>) using your ASHA.org account username and password**
2. **Click your photo/profile icon in the top right corner and select “Profile”**

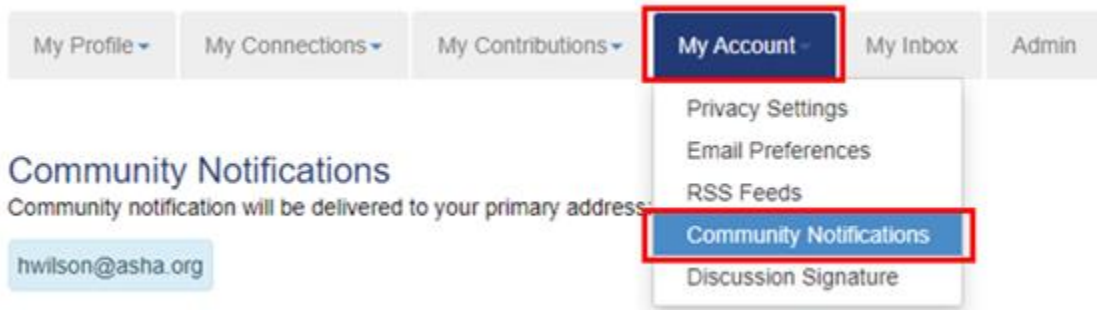


3. **Select “My Account” and “Email Preferences” from the dropdown menu**



4. **In your Email Preferences, you can set whether you would like to receive:**

- System level emails, including emails that are sent from Community Administrators
 - Direct emails from other members or one-on-one interactions
 - Promotional emails
5. To set whether you would like to receive email notifications of posts to Discussion Boards of the individual Communities for which you are a member, select “My Account” and “Community Notifications” from the dropdown menu



6. In your Community Notifications, for each Community for which you are a member, you can set whether you would like to receive email notifications of posts to Discussion Boards:
- In real time
 - In a daily digest
 - No email