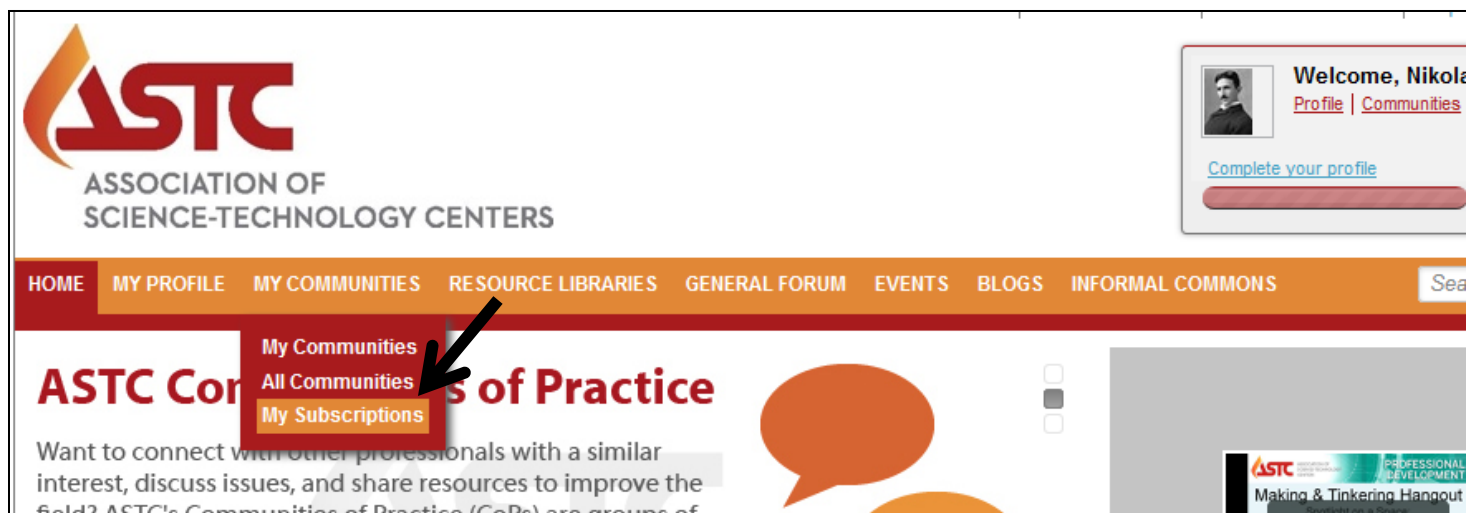# Changing Your Subscription Settings

To change how you are notified of new discussion posts for each group of which you are a member, first hover your cursor over My Communities in the navigation bar, then click My Subscriptions from the drop down menu that appears.

Changing Your Subscription Settings

ASSOCIATION OF SCIENCE-TECHNOLOGY CENTERS

You will see a list of your current communities. To the right of each community is your current subscription.

My Subscriptions

Edit My Subscriptions

Eligible Discussion	Real Time	Daily Digest	Legacy	No Emails	Un Subscribe
21-Tech Discussion Forum subscribed as mmathias@astc.org change	○	●	○	○	○
Advocates for Diversity Community of Practice subscribed as mmathias@astc.org change	○	●	○	○	○
ASTC Diversity and Leadership Development Fellows Program Alumni subscribed as mmathias@astc.org change	●	○	○	○	○
Cultural Competence Learning Institute (CCLI) Strategic Initiative subscribed as mmathias@astc.org change	○	●	○	○	○
Development Professionals Community of Practice subscribed as mmathias@astc.org change	○	●	○	○	○
Early Childhood Community of Practice subscribed as mmathias@astc.org change	○	●	○	○	○
General Forum subscribed as mmathias@astc.org change	●	○	○	○	○
Information Technology Community of Practice subscribed as mmathias@astc.org change	○	●	○	○	○

Changing Your Subscription Settings

ASSOCIATION OF SCIENCE-TECHNOLOGY CENTERS

The subscription options are:

Real Time: You will receive an HTML email every time a new message is posted to the discussion. To respond, you will need to click the Reply to Discussion link in the email.

Daily Digest: You will receive one HTML email every day that consolidates all of the posts from the previous day. To respond, you will need to click the Reply to Discussion link in the email.

Legacy: You will receive a plain-text email each time a new message is posted to the discussion. With this option, you can add to the discussion by replying to the email directly from your email client.

No Email: You will remain a part of the group without receiving any email notifications. You can still reach and post messages through the ASTC Community site.

Changing Your Subscription Settings

To change your subscription, select the desired subscription option to the right of the group, then click Save at the bottom of the list.

Changing Your Subscription Settings

To change to email address to which your notifications for a specific group are sent, first click Change next to the email address under the group name.

![ASTC - Association of Science-Technology Centers logo]

Changing Your Subscription Settings

Next, type the new email address in the text box. Then click OK.

Edit My Subscriptions

Eligible Discussion	Real Time	Daily Digest	Legacy	No Emails	Un Subscribe
21 Tech Discussion Forum					
web@astc.org OK cancel Click Save to confirm.	○	◉	○	○	○
Advocates for Diversity Community of Practice subscribed as mmathias@astc.org change	○	◉	○	○	○
ASTC Diversity and Leadership Development Fellows					

Finally, click Save at the bottom of the page.

Click SAVE to confirm email address change(s)

Save