To change how you are notified about new discussion posts for each community of which you are a member, click “Communities” in the navigation bar, then click “Notifications” from the drop down menu that appears.
Changing Your Subscription Settings

Community Notifications
Community notification will be delivered to your primary address:

stovelace@email.com

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

Your community notifications will appear within your community profile page.

You have a variety of options to choose from, and can manage the general notification options at the top of the page.

You can manage notification settings for each of your communities individually at the bottom.
For each community, you can click on the drop down menus under “Discussion Email” to choose to receive notifications in **Real Time** as they occur, receive all notifications consolidated into one **Daily Digest**, receive notifications in **Plain Text** versus HTML formatted messages, or receive **No Email** at all.
Alternatively, you can choose to receive your notifications from multiple communities consolidated into one **Consolidated Daily Digest** or one **Consolidated Weekly Digest**. Select these options by clicking on the boxes on the right. These will override the settings under the “Discussion Email” menus.
If you select any of your community notifications to be delivered in a **Consolidated Weekly Digest**, you can also choose which day of the week you’d like to receive that email from the drop down menu in the “Community Notifications” section.
Changing Your Subscription Settings

Community Notifications
Community notification will be delivered to your primary address:
alovelace@email.com

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. change

Weekly Consolidated Community Digest: 
Deliver on SUNDAY to your primary address. change

Discussion Email: 
You have no override email addresses for discussion emails. add override addresses

In the pop-up that appears, enter an email in the “Override email address” field.

You can change the email to which you’d like notifications sent to by clicking on “add override addresses” in the “Community Notifications” section.
Select the communities whose notifications you’d like sent to the address you entered from the drop-down menu. You can select multiple communities.

Be sure to click “Save” to save your email preferences.
Have more questions? Contact web@astc.org.