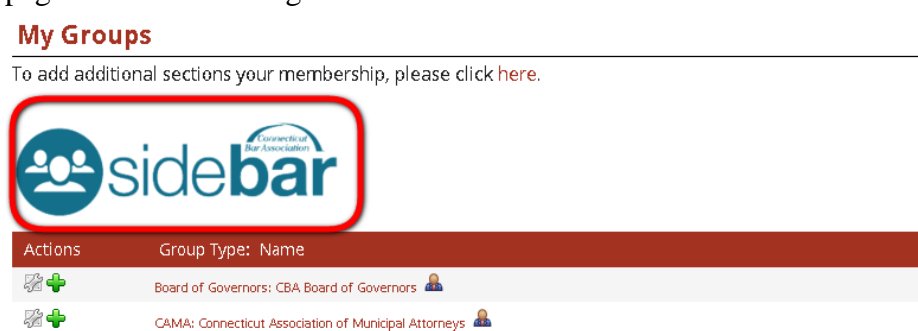


Instructions for Consolidated Digest:

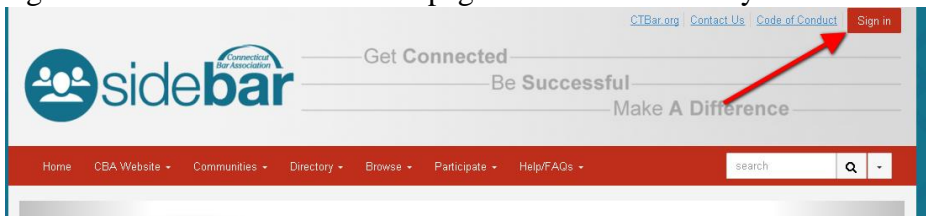
1. Go to [www.ctbar.org](http://www.ctbar.org) and sign in to your profile.
2. Once you are signed in, look to the left of the page and find “My Profile” and select “Groups”



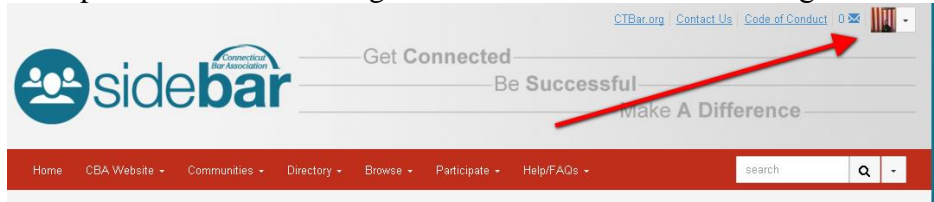
3. After you click on “Groups”, the “My Groups” page will pop up. The first image on the page is the SideBar logo. Click it.



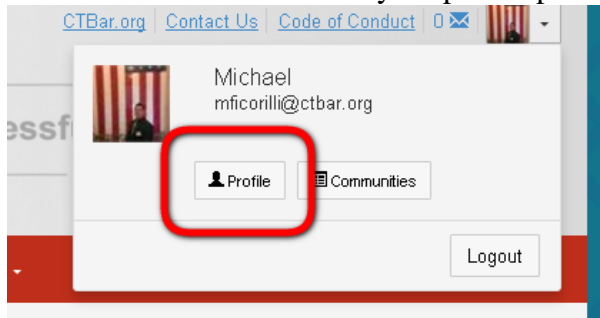
4. If the page asks you to sign in, please click the red box to sign in. As long as you are signed into the CBA website the page should refresh and you should be signed in.



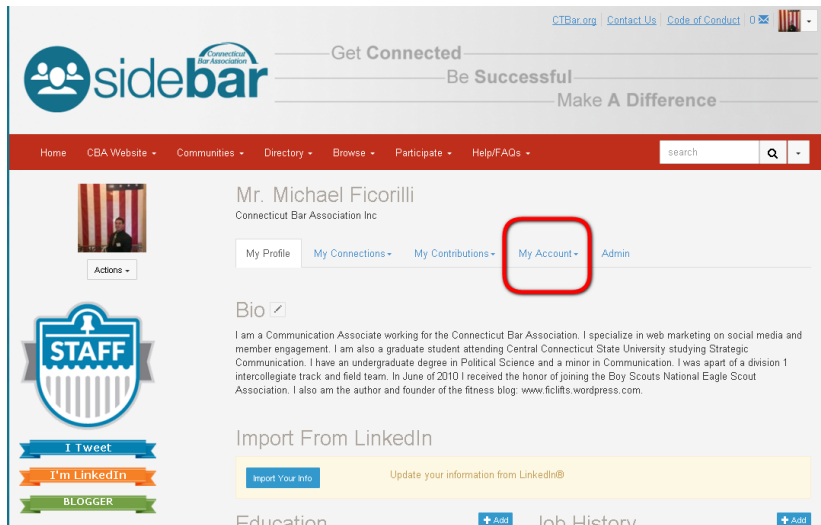
5. Your profile will be in the right hand corner instead of the “Sign In” Box



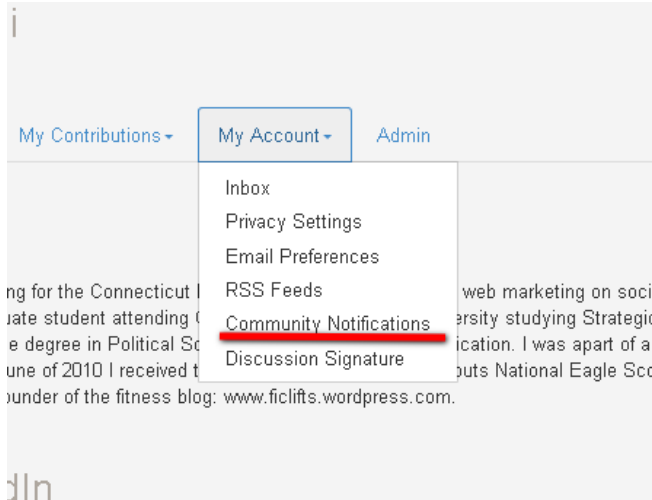
6. Click the little arrow next to your profile picture and then select profile.



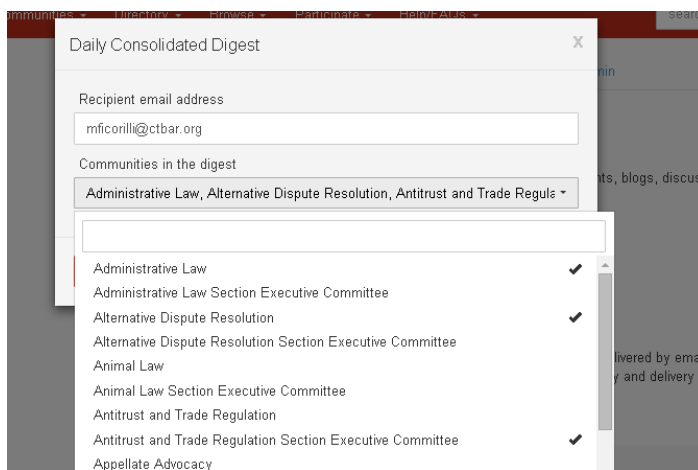
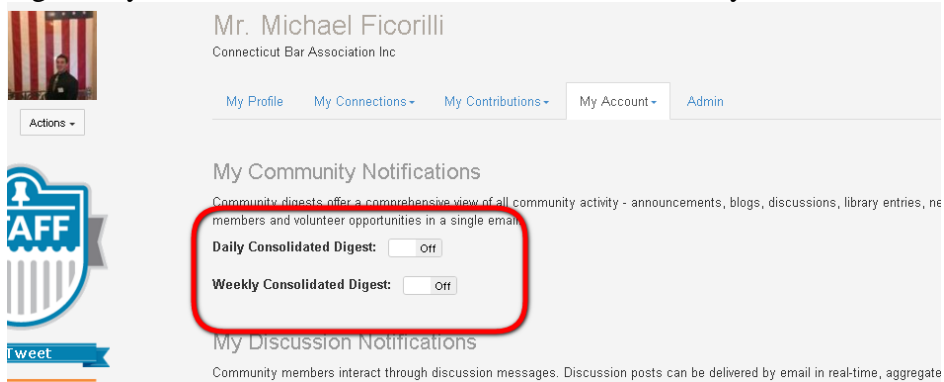
7. This will bring you to your profile page. You will see “My Account” as a selection in the menu bar. Click it



8. When you select “My Account”, a dropdown menu will appear. Please click “Community Notifications”



9. You will be brought to your Community Notifications page. Here you can select the digest of your choice and what sections and committees you wish to live in the digest.



10. **Please Note:** Once the digest is turned on you must scroll down a bit lower and change your notification setting from “real time” or “daily digest” to “no e-mail”. This will prevent you from receiving the same e-mail twice.

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| Community  | Notification | Delivery Details     | Actions    |
|--|--------------|----------------------|------------|
| <a href="#">Administrative Law</a>   | Real Time ▾  | mfcocillii@ctbar.org | Edit Email |
| <a href="#">Administrative Law Section Executive Committee</a>             | Real Time ▾  | mfcocillii@ctbar.org | Edit Email |
| <a href="#">Alternative Dispute Resolution</a>                             | Real Time ▾  | mfcocillii@ctbar.org | Edit Email |
| <a href="#">Alternative Dispute Resolution Section Executive Committee</a> | Real Time ▾  | mfcocillii@ctbar.org | Edit Email |