

Understanding email notification preferences

Email Notifications

While participating in discussions on Share Plate, you are able to choose how you receive community notifications.

While you are able to opt-out of notifications all together, choosing to receive notifications makes it easy to stay current on community activity and engage promptly to new content like discussion posts.

You are able to control how you would like to receive these email notifications.

Notification types

Share Plate notifications come in two forms: community notifications and discussion notifications.

Community notifications: include activity from across the whole community.

Discussion notifications: are specific to just discussion posts.

Community or consolidated notifications

These are community digest emails, which you can receive **daily** and/or **weekly**, offer a comprehensive view of *ALL community activity* from the previous day or week.

They include new announcements, member content, discussions, library uploads, and record all activity that takes place in the community.

You are able to select whether you want to receive consolidated digest emails from your communities on the [community notifications](#) page in your profile. See below for more information about how to change these preferences.

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Note: You are not deciding whether you receive a *unique* digest email for *each* community you join. There's a *singular* daily digest and a *singular* weekly digest email comprehensive of all community content you add to them.

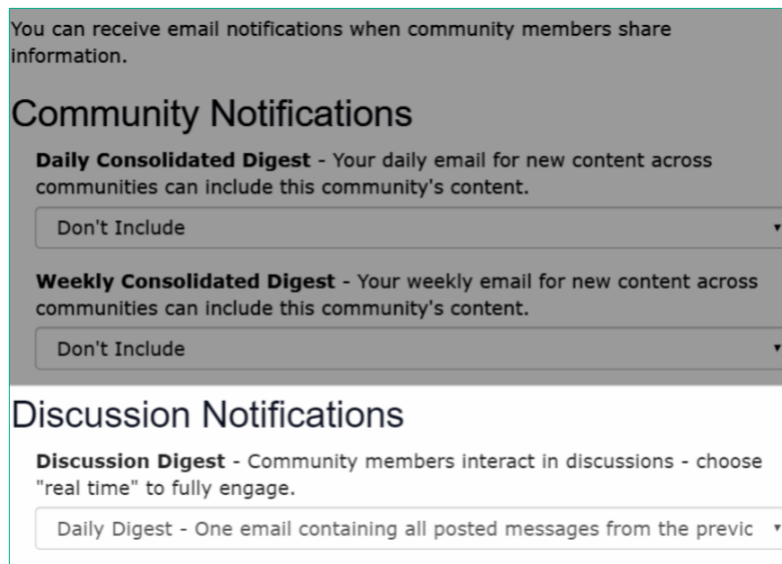
Discussion notifications

While joining a community enables you to participate in its discussions online, choosing a discussion notification subscription type enables you to both *post and receive messages directly from your email* without even having to log in.

This saves time and makes it easy to stay up to date and participate in the conversations happening across the communities you belong to.

You can choose to receive one of three discussion notification types:

- 1. Real Time** - Receive a nearly instantaneous email each time someone posts to the discussion. This is a great option if it's important for you to reply promptly to questions.
- 2. Daily Digest** - Receive a single email compiling ALL discussion posts from the previous day. Digest notifications are a great choice for busy discussions to prevent your email from being flooded with dozens of messages on a daily basis.
- 3. Opt-out** - Choose this if you do **not** want to receive notification emails about new discussion activity. You can still post and read others' messages by logging into the community page on Share Plate.



You can receive email notifications when community members share information.

Community Notifications

Daily Consolidated Digest - Your daily email for new content across communities can include this community's content.

Don't Include

Weekly Consolidated Digest - Your weekly email for new content across communities can include this community's content.

Don't Include

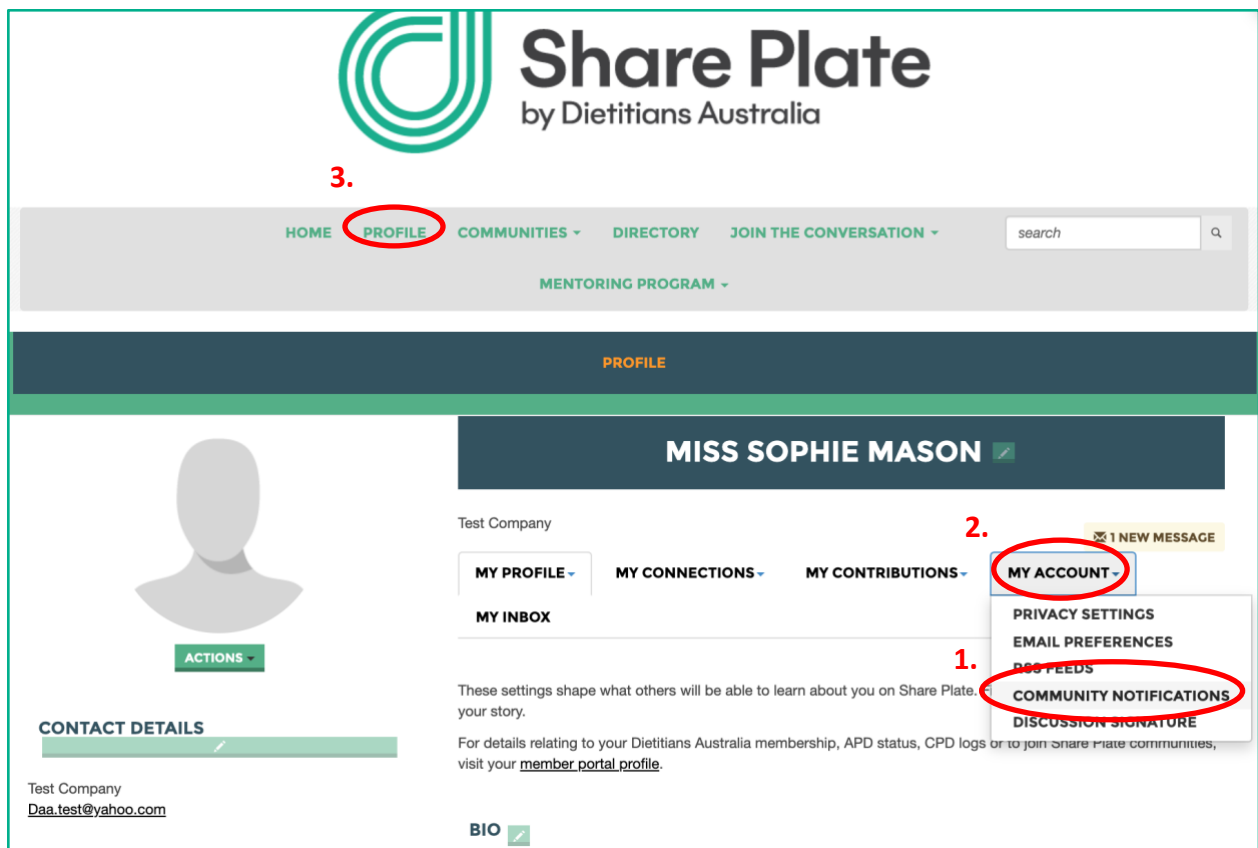
Discussion Notifications

Discussion Digest - Community members interact in discussions - choose "real time" to fully engage.

Daily Digest - One email containing all posted messages from the previc

Manage notifications for each of your communities

Step 1: Access your member profile and click 'MY ACCOUNT', followed by 'COMMUNITY NOTIFICATIONS'



The screenshot shows the Share Plate member profile page for Miss Sophie Mason. The navigation bar at the top includes 'HOME', 'PROFILE' (circled in red with a '3.' next to it), 'COMMUNITIES', 'DIRECTORY', and 'JOIN THE CONVERSATION'. Below the navigation bar, the profile name 'MISS SOPHIE MASON' is displayed. Underneath, there are tabs for 'MY PROFILE', 'MY CONNECTIONS', and 'MY CONTRIBUTIONS'. A dropdown menu is open under 'MY ACCOUNT' (circled in red with a '2.' next to it), showing options: 'PRIVACY SETTINGS', 'EMAIL PREFERENCES', 'RSS FEEDS', 'COMMUNITY NOTIFICATIONS' (circled in red with a '1.' next to it), and 'DISCUSSION SIGNATURE'. The 'COMMUNITY NOTIFICATIONS' option is highlighted. The page also shows a 'CONTACT DETAILS' section with the email 'Daa.test@yahoo.com' and a 'BIO' section.

You'll then be directed to your [community notification](#) preferences page.

Step 2: Manage your notification preferences

At the bottom of the page, each community you belong to is listed. For each, you can manage:

- its discussion notification subscription type
- and whether that community's content should be included in the daily and/or weekly consolidated digest.

3 Communities		COMMUNITY ▾	
Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
Command Central	REAL TIME ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Martin Colony Chapter	DAILY DIGEST ▲	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terraforming	NO EMAIL ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>

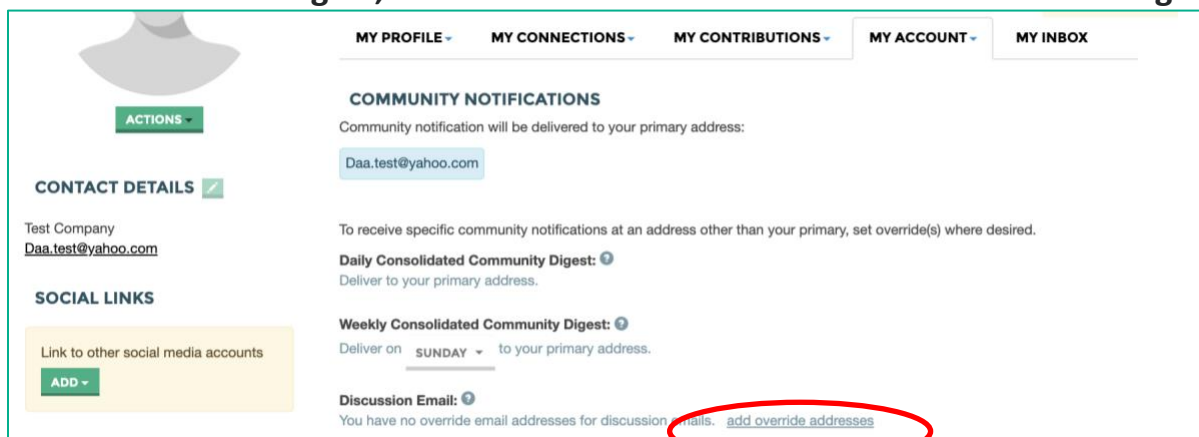
To make an update, select an option from the dropdown and tick the appropriate box for the consolidated digests. These actions apply the update immediately, and no additional save action is required.

Set override email addresses for your notifications

By default, all community and discussion notifications are sent to your account's primary email address (this is shown at the top of the page).

If desired, you can set an override email address for both your daily and weekly community consolidated digests AND your discussion notifications.

STEP 1: For either digest, click the 'add override addresses' button to the right.



MY PROFILE ▾ **MY CONNECTIONS ▾** **MY CONTRIBUTIONS ▾** **MY ACCOUNT ▾** **MY INBOX**

COMMUNITY NOTIFICATIONS

Community notification will be delivered to your primary address:
Daa.test@yahoo.com

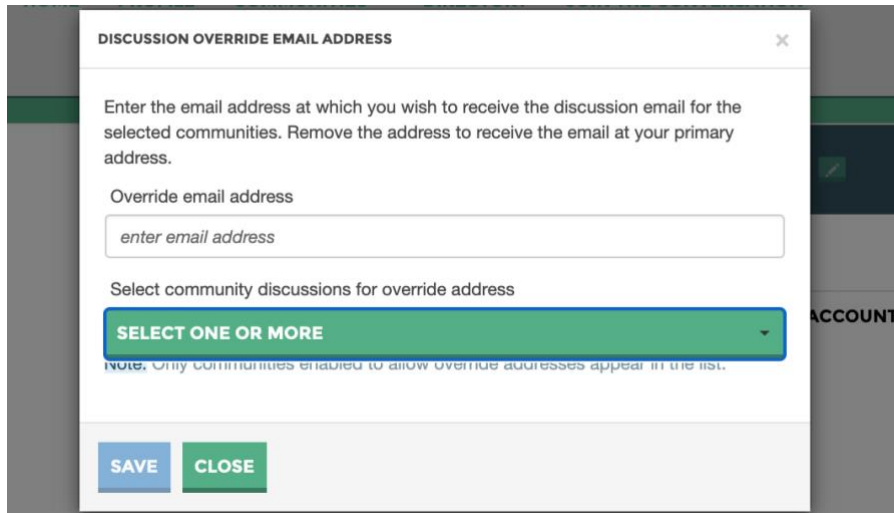
To receive specific community notifications at an address other than your primary, set override(s) where desired.

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](#)

STEP 2: Enter your preferred email address and click 'SAVE'.



DISCUSSION OVERRIDE EMAIL ADDRESS

Enter the email address at which you wish to receive the discussion email for the selected communities. Remove the address to receive the email at your primary address.

Override email address

enter email address

Select community discussions for override address

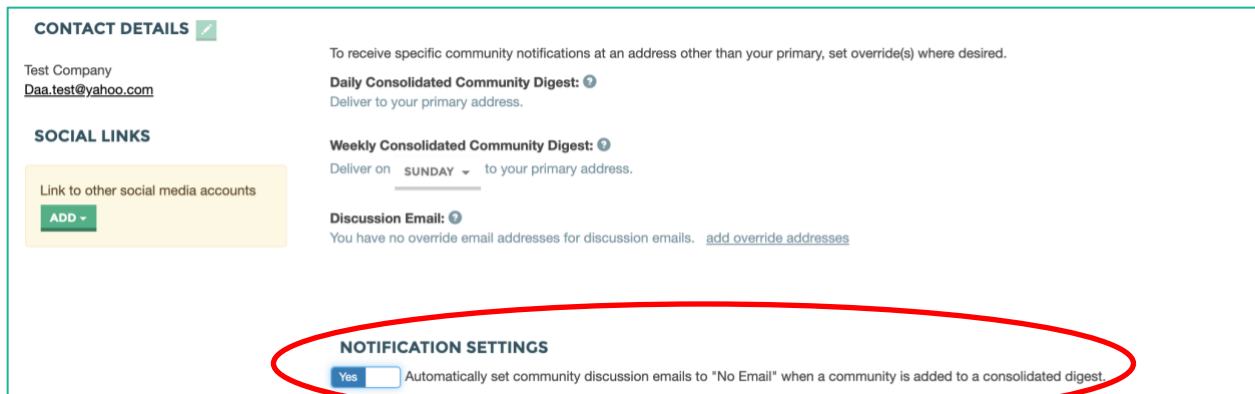
SELECT ONE OR MORE

NOTE: Only communities enabled to allow override addresses appear in the list.

SAVE CLOSE

Enable automatic discussion notification update

Right below the **Notification Settings** header is a helpful toggle to prevent you from receiving the same discussion notifications in two separate emails.



CONTACT DETAILS ✓

Test Company
Daa.test@yahoo.com

SOCIAL LINKS

Link to other social media accounts
ADD -

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

Yes Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

If set to 'YES', a community's discussion notification subscription type is automatically changed to 'No Email' if that community is added to a daily and/or weekly consolidated digest.

Congratulations! You're now ready to set your email notification settings on Share Plate. For other tips and resources visit <https://shareplate.dietitianaustralia.org.au/help>

