Manage Your Notification Preferences

1. Click “Sign In” in the top-right corner of www.districtenergy.org and enter your account login credentials. Please use your work email (for professional networking purposes).
   a. Enter your login credentials (using your work email)
   b. If you don’t remember your credentials, you may “reset your password.”
   c. If you don’t already have an account, you may create an account here.

2. Navigate to your profile page by clicking your profile photo in the top-right corner of IDEA’s website.

3. Click on the “My Account” Tab
4. Select “Community Notifications” from the drop-down

5. Select your email notification settings for each forum you belong to.

   a. **Real Time** emails sends an email every time a member posts to the forum.

   b. **Daily Digest** is what IDEA recommends. Summary daily digest emails are only sent if there is activity in the forum that day.

   c. **No Email** means you will not be notified when a member posts to the forum discussions. However, you can log into IDEAConnect to view the discussion threads at any time.