

Manage Your Notification Preferences

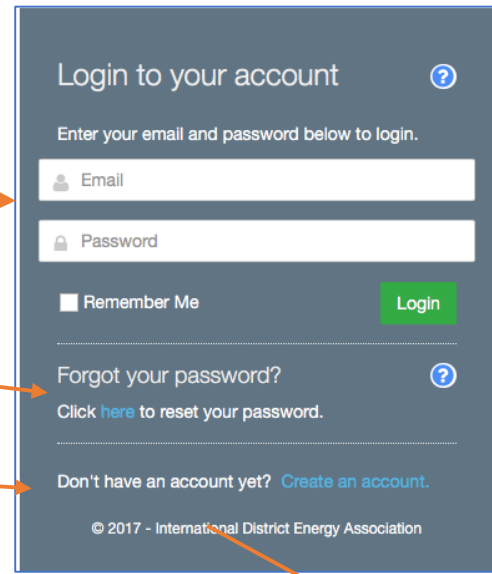
Manage Your Notification Preferences

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.



Login to your account ?

Enter your email and password below to login.

Email

Password

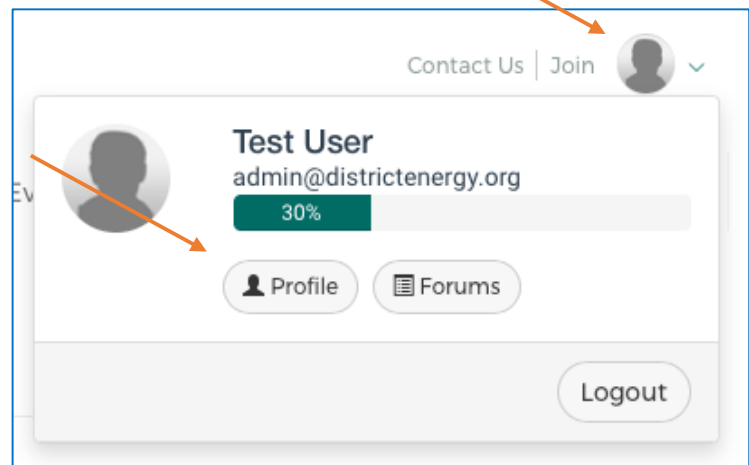
Remember Me Login


Forgot your password? ?
Click [here](#) to reset your password.


Don't have an account yet? [Create an account.](#)

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



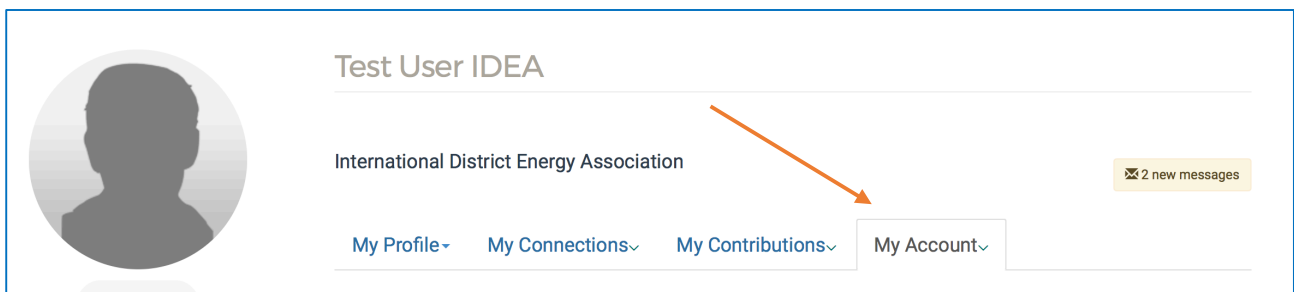
Contact Us | Join 


 **Test User**
admin@districtenergy.org
30%

[Profile](#) [Forums](#)

[Logout](#)

3. Click on the “**My Account**” Tab

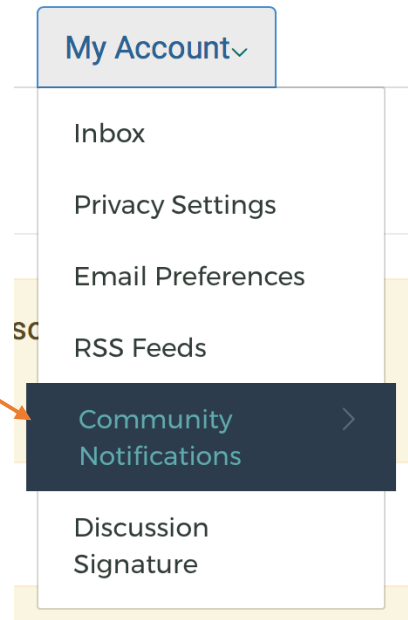


 **Test User IDEA**

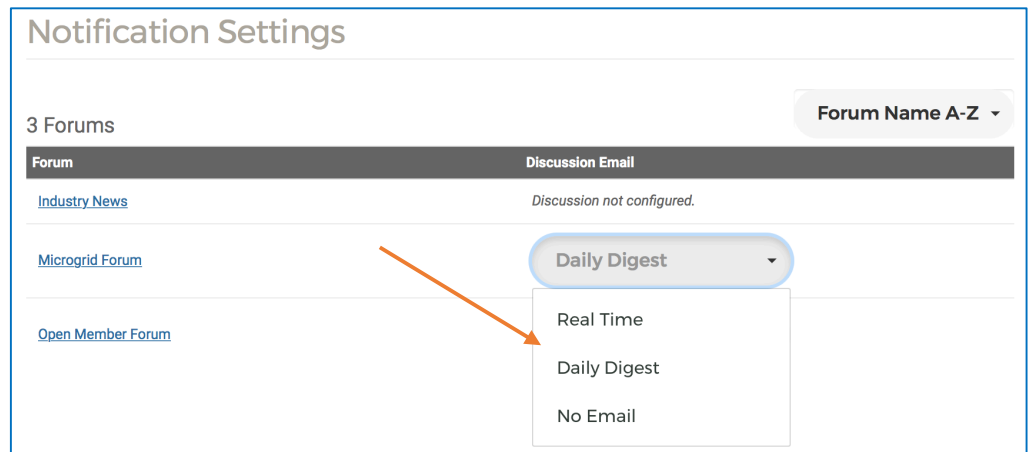
International District Energy Association 2 new messages

[My Profile](#) [My Connections](#) [My Contributions](#) [My Account](#)

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.