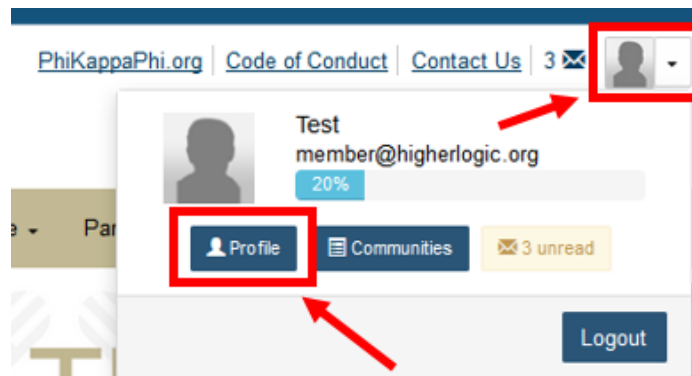


## How-To Edit Community Email Preferences & Notifications

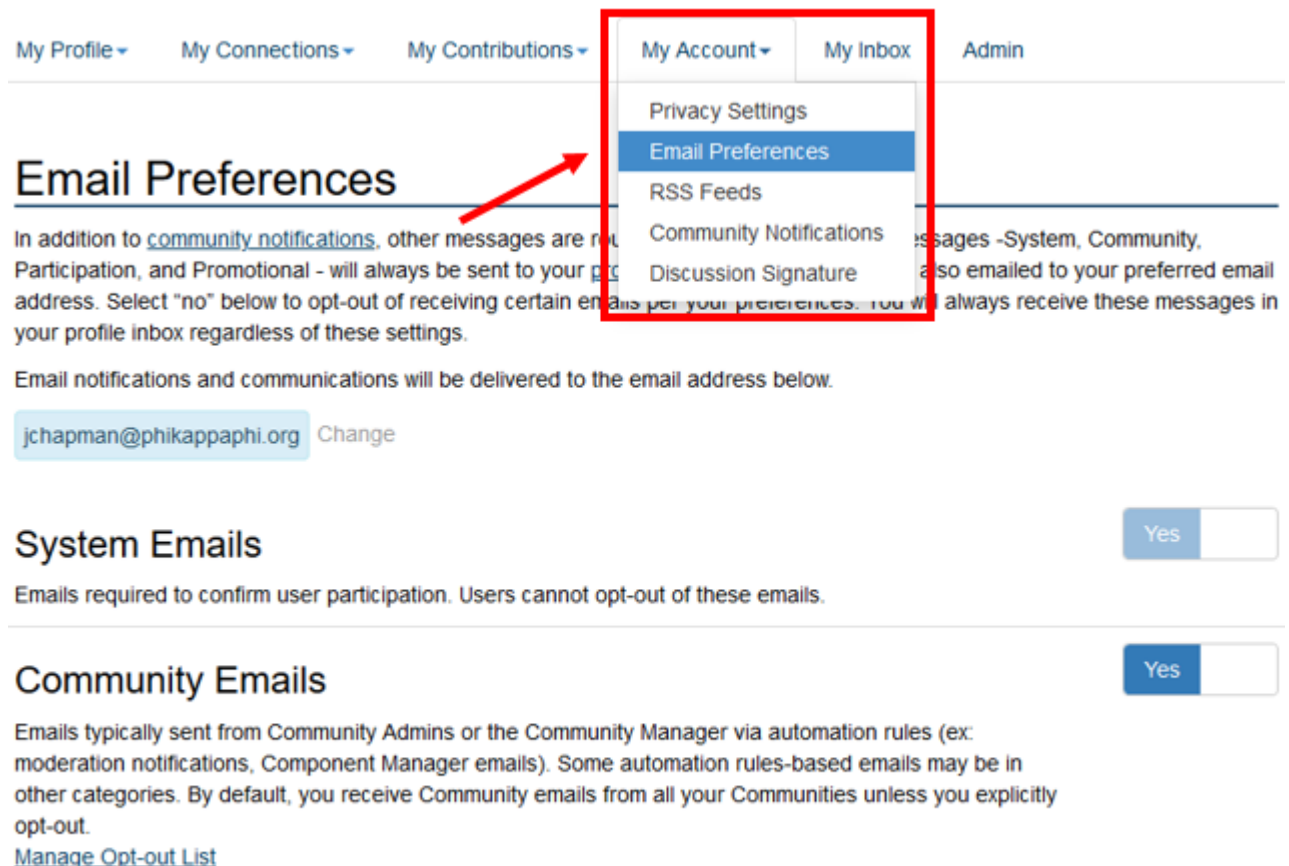
1. Visit [Link.PhiKappaPhi.org](http://Link.PhiKappaPhi.org) and sign in using your Phi Kappa Phi username and password:



2. Click the drop down arrow in the top right corner, then click Profile:



3. Click Email Preferences in the My Account tab to edit your email settings according to your preference.



My Profile ▾ My Connections ▾ My Contributions ▾ My Account ▾ My Inbox Admin

**Email Preferences**

In addition to [community notifications](#), other messages are not sent to you. Participation, and Promotional - will always be sent to your preferred email address. Select "no" below to opt-out of receiving certain emails per your preferences. You will always receive these messages in your profile inbox regardless of these settings.

Email notifications and communications will be delivered to the email address below.

[Change](#)

**System Emails**  Yes

Emails required to confirm user participation. Users cannot opt-out of these emails.

**Community Emails**  Yes

Emails typically sent from Community Admins or the Community Manager via automation rules (ex: moderation notifications, Component Manager emails). Some automation rules-based emails may be in other categories. By default, you receive Community emails from all your Communities unless you explicitly opt-out.

[Manage Opt-out List](#)

**NOTE:** Discussion and consolidated digest settings are on the [Community Notifications](#) page.

4. Click Community Notifications in the My Account tab to edit your discussion notification settings according to your preference.

My Profile ▾ My Connections ▾ My Contributions ▾ My Account ▾

Community Notifications

Community notification will be delivered to your primary address: [jchapman@phikappaphi.org](mailto:jchapman@phikappaphi.org)

- Privacy Settings
- Email Preferences
- RSS Feeds
- Community Notifications**
- Discussion Signature

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](#)

**Discussion Email:** ⓘ

You have no override email addresses for discussion emails. [add override addresses](#)

## Notification Settings

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

8 Communities

Community Name A-Z

Community	Discussion Email	Consolidated Daily Digest
<a href="#">Career Corner</a>	Real Time	<input checked="" type="checkbox"/>
<a href="#">Chapter Officers Open Forum</a>	Real Time Daily Digest No Email	<input checked="" type="checkbox"/>