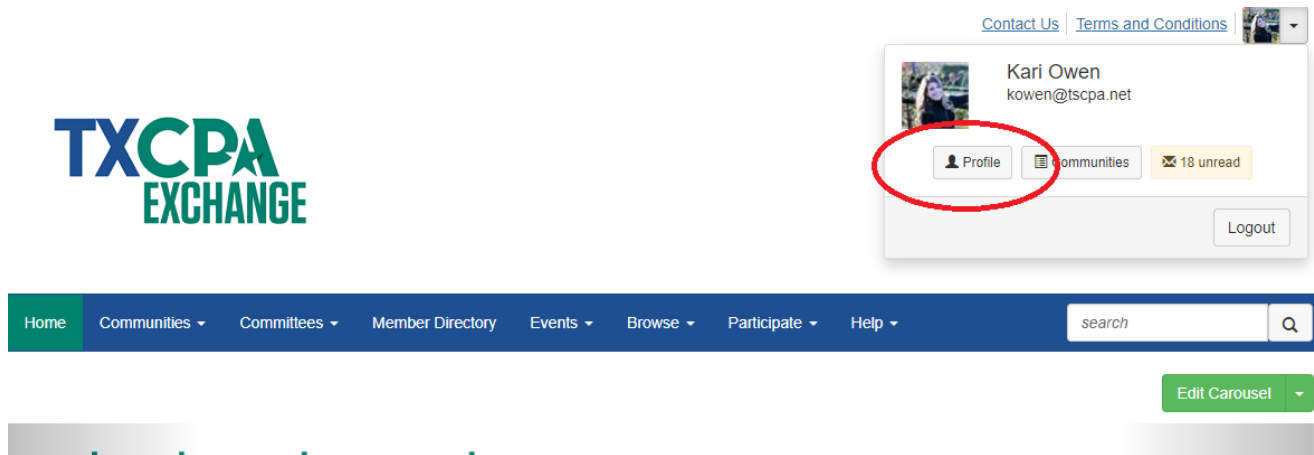


HOW TO CONSOLIDATE DAILY DIGESTS

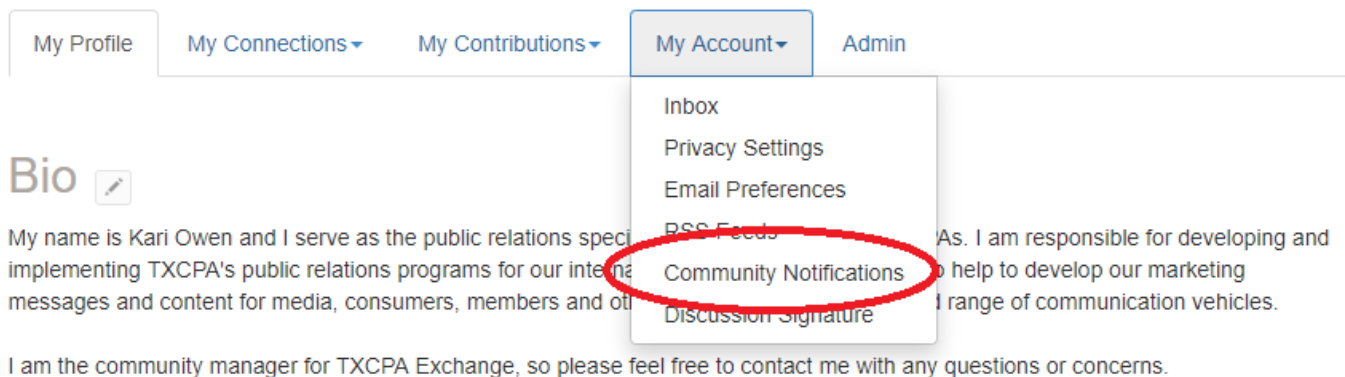
All members are automatically subscribed to receive a Daily Digest email for the All Member Forum community on TXCPA Exchange. This is a daily email that provides a brief overview of all discussions that happened the previous day within the All Member Forum. Each additional community you join will have it's own Daily Digest email. To reduce the amount of emails you receive each day from TXCPA Exchange, you have the ability to consolidate all your community digests into one email (sent daily or weekly).

Below is a step-by-step guide to consolidate your Daily Digests:

1. Log in to TSCPA Exchange (exchange.tscpa.org) using your TSCPA username and password
2. Select the down arrow next to your profile photo and click "profile"



3. Click on "My Account" and select "Community Notifications"



HOW TO CONSOLIDATE DAILY DIGESTS

4. Verify that the notification setting circled below is marked "yes" and then select "no email" from the drop-down menu under the Discussion Email heading for each community you've joined.

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

7 Communities Community Name A-Z ▾

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
All Member Forum	No Email ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CPA Practice Management	No Email ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External Relations/Image Issues	No Email ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leadership Development Institute	No Email ▾	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Select which community digests you would like to consolidate into one daily and/or weekly email. In the example below, the member would receive one weekly digest email for the "All Member Forum," "CPA Practice Management" and "Nonprofit Accounting."

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

7 Communities Community Name A-Z ▾

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
All Member Forum	No Email ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CPA Practice Management	No Email ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nonprofit Accounting	No Email ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Don't forget! You can choose which day of the week you want your weekly digests delivered to your inbox!

Community Notifications

Community notification will be delivered to your primary address:

kowen@tscpa.net

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. [change](#)

Discussion Email: ⓘ

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