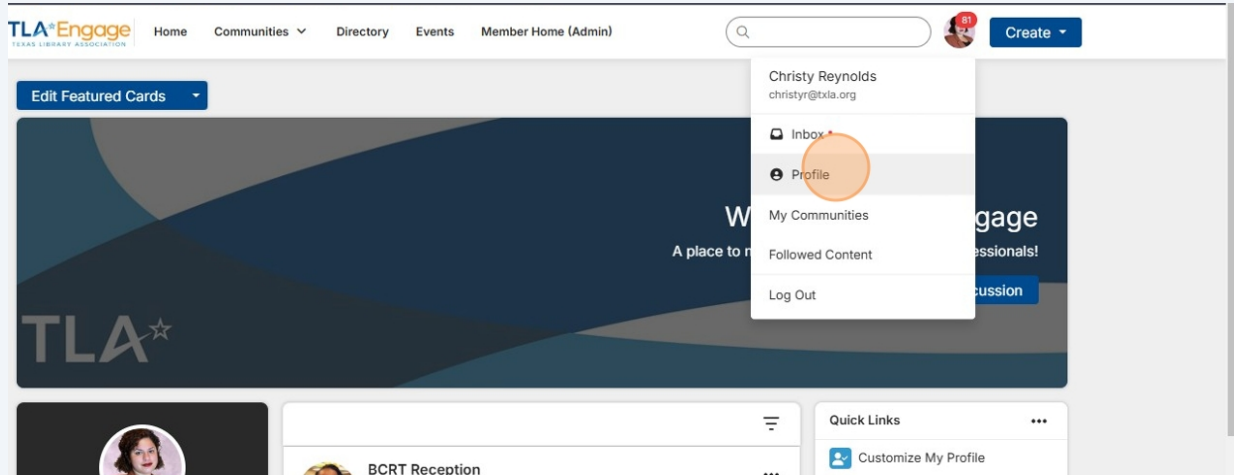


# Manage Community Notification Settings on TLA Engage

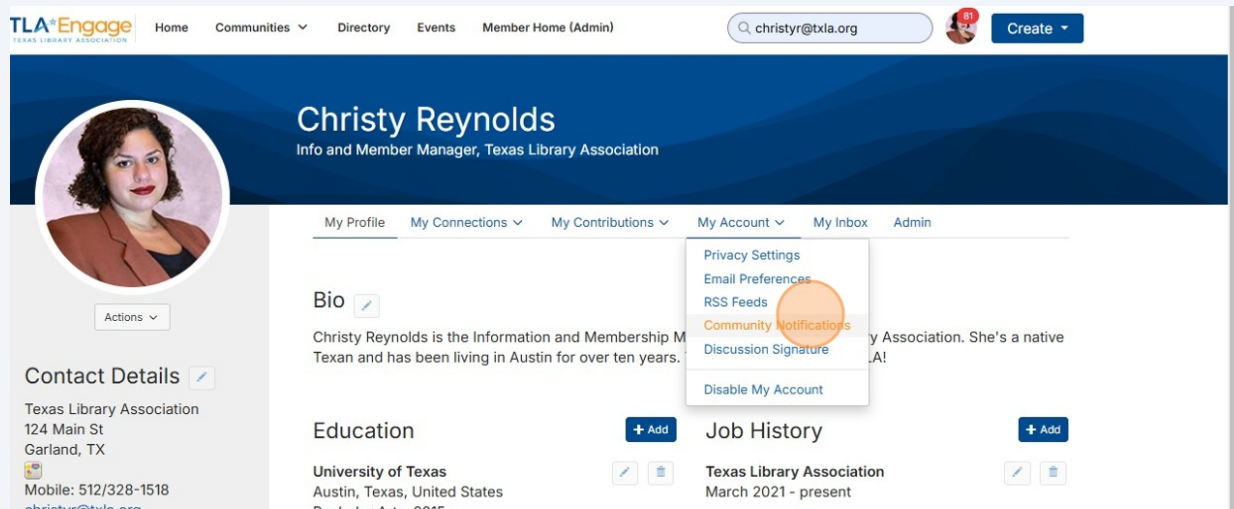
1

Click on your Profile picture in the top right-hand navigation menu, then click on **Profile**



2

Click **My Account** and then **Community Notifications**



**Alert!** There are many different community notification settings, read through each setting below before changing settings.

### 3 Consolidated Emails Settings

**Daily Consolidated Community Digest** will email you a daily report of any updates made in any of your TLA Engage Communities that you have checked for Consolidated Daily Digest.

**Weekly Consolidated Community Digest** will email you once a weekly report of any updates made in any of your TLA Engage Communities that you have checked for Consolidated Weekly Digest on the day that you choose. For Example, I've chosen Friday as my Weekly digest email day.

TLA Engage  
TEXAS LIBRARY ASSOCIATION

Home Communities Directory Events Member Home (Admin)

christyr@txla.org Create

Actions

Contact Details

Texas Library Association  
124 Main St  
Garland, TX  
Mobile: 512/328-1518  
christyr@txla.org

Social Links

Actions

in

Community Notifications

Community notification will be delivered to your primary address:  
christyr@txla.org

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](#)

Weekly Consolidated Community Digest: ?  
Deliver on **Friday** to your primary address. [change](#)

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.

14 Communities

Community Name A-Z

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
2025 Conference Planning Committee Community	No Email	<input type="checkbox"/>	<input type="checkbox"/>
2026 Conference Planning Committee	No Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Member	Daily Digest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment Discussion Group	No Email	<input type="checkbox"/>	<input type="checkbox"/>
Distance E-Learning Discussion Group	No Email	<input type="checkbox"/>	<input type="checkbox"/>
Small Community Libraries Round Table	No Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Transitions to College & Career Discussion Group	Discussion not configured.	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability Discussion Group	No Email	<input type="checkbox"/>	<input type="checkbox"/>
TCAI Members	No Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TLA Awards Committee	Real Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TLA Council	No Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TLA Scholarship and Grants		<input type="checkbox"/>	<input type="checkbox"/>

### 4 To choose which communities' updates will show on your daily and weekly consolidated emails, check the boxes next to each community for either, daily, weekly or none.

You can choose to not have any checked to **not receive** a digest email.

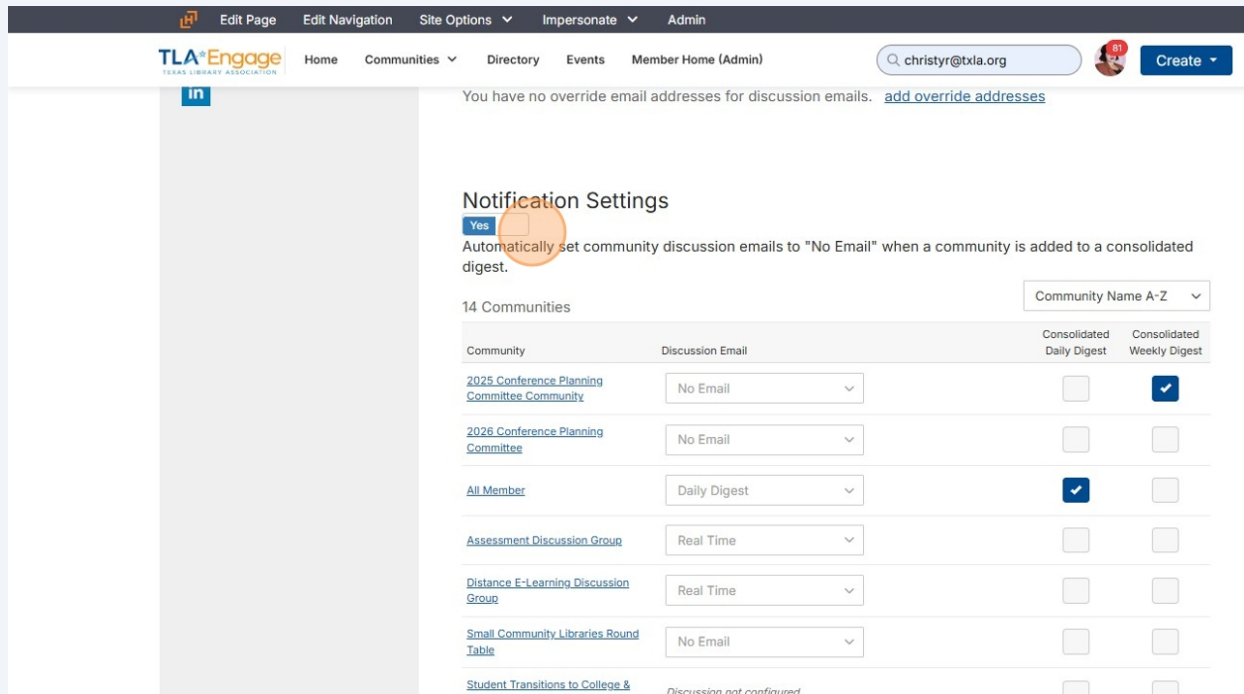
You can choose to have a community set for **both** daily and weekly digest email.

2025 Conference Planning Committee Community	No Email	<input type="checkbox"/>	<input type="checkbox"/>
2026 Conference Planning Committee	No Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Member	Daily Digest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment Discussion Group	No Email	<input type="checkbox"/>	<input type="checkbox"/>
Distance E-Learning Discussion Group	No Email	<input type="checkbox"/>	<input type="checkbox"/>
Small Community Libraries Round Table	No Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Transitions to College & Career Discussion Group	Discussion not configured.	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability Discussion Group	No Email	<input type="checkbox"/>	<input type="checkbox"/>
TCAI Members	No Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TLA Awards Committee	Real Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TLA Council	No Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TLA Scholarship and Grants		<input type="checkbox"/>	<input type="checkbox"/>

5

**Notification Setting Preference:** Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest. You can turn this on or off.

To be added to more communities, you will need to join more units or committees. Contact [tla@txla.org](mailto:tla@txla.org) for joining more communities.



The screenshot shows the TLA Engage website interface. The top navigation bar includes links for Edit Page, Edit Navigation, Site Options, Impersonate, and Admin. The main header features the TLA Engage logo, navigation links (Home, Communities, Directory, Events, Member Home (Admin)), a search bar with the email christyr@txla.org, and a Create button. A message states: "You have no override email addresses for discussion emails. [add override addresses](#)".

**Notification Settings**

☒ Yes ☐ No

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

14 Communities Community Name A-Z

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">2025 Conference Planning Committee Community</a>	No Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">2026 Conference Planning Committee</a>	No Email	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">All Member</a>	Daily Digest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Assessment Discussion Group</a>	Real Time	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Distance E-Learning Discussion Group</a>	Real Time	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Small Community Libraries Round Table</a>	No Email	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Student Transitions to College &amp; ...</a>	Discussion not configured.	<input type="checkbox"/>	<input type="checkbox"/>

## 6 Adjust the Discussion Email setting for each community.

**Real Time** = You will receive an email anytime someone posts in this community.

**Daily Digest** = You will only receive an individual Daily Digest of everything that was posted that day in this community. (Separate from your "Consolidated Daily Digest")

**No Email** = You will not receive an email at all from this community. Instead, you prefer to login and read the latest updates!

<a href="#">Committee</a>	No Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">All Member</a>	Daily Digest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Assessment Discussion Group</a>	No Email	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Distance E-Learning Discussion Group</a>	No Email	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Small Community Libraries Round Table</a>	No Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Student Transitions to College &amp; Career Discussion Group</a>	Discussion not configured.	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Sustainability Discussion Group</a>	No Email	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">TCAL Members</a>	No Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">TLA Awards Committee</a>	Real Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">TLA Council</a>	Real Time	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">TLA Scholarship and Grants Committee</a>	Real Time	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">TLA Unit &amp; Committee Chairs</a>	No Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Unit Officer Community</a>	No Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Alert! If you are in a community that you no longer care to be in, contact [tla@txla.org](mailto:tla@txla.org). All community memberships are determined by the choices on your TLA membership.