

## Managing Community Notifications

By default, you will receive a real-time email every time a new discussion post and response is posted to Communities you belong to. However, in TLA Engage, you have several options for how often you can choose to receive notification. Select what works best for you.

A few terms to know:

- *Real Time*: you'll get an email every time someone posts or replies to a discussion in the group.
- *Daily Digest*: you'll get one email every weekday reporting on any activity happening the previous day for that particular community/unit.
- *No Email*: you will not get any notifications at all from the community/unit. You will have to log in to TLA Engage to view the discussions.
- *Daily Consolidated Community Digest*: you'll get one email each day reporting any activity happening the previous day in all of the communities that you are a member of.
- *Weekly Consolidated Community Digest*: you'll get one email once a week on Friday reporting any activity happening during the week in all of the communities that you are a member of.

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">All Member</a>	Daily Digest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Cataloging and Metadata Round Table</a>	Real Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">College and University Libraries Division</a>	Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Digital Libraries Round Table</a>	No Email	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">District 3</a>	Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>

## Managing Email Preferences

## Privacy & Notifications

You can determine how much info you want to share on TLA Engage. Click on My Account and select Privacy settings. For each line you will need to select who can view that particular information on your profile.

Terms to know:

- *Public*: means anyone that can access TLA Engage can see your information.
- *Members Only*: means any TLA member can view (similar to the Member Directory)
- *My Contacts*: means anyone who you have added as a contact within TLA Engage (similar to LinkedIn).
- *Only Me*: means only you can see the information.

You can set your email preferences by clicking on My Account and selecting Email Preferences. Select Yes or No for each section of email communications.

My Profile My Connections My Contributions My Account My Inbox

### Privacy Settings

Your profile may be accessed through the member directory information others see on your profile.

I would like to be included in the member directory and com

Picture Public

Company Information Only Me

Job Title and Department Members Only

Address Lines My Contacts

City, State, Zip Members Only

Country Public

Privacy Settings

Email Preferences

RSS Feeds

Community Notifications

Discussion Signature

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