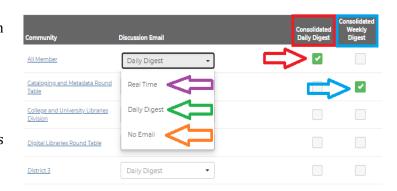


Managing Community Notifications

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.

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.

