

# Changing the frequency of emails sent from the HBA Community

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1. Go to “**My Profile**” and click on “**My Account**” and select “**Community Notifications.**”
2. Scroll down to “**Notification Settings**” on this page, you'll see an option in the dropdown for Real Time, Daily Digest, PlainText or No Email (see below for descriptions of these choices). You will also see a check box for Consolidate Weekly Digest. Select your preferences and they will automatically save.

- If you would just like Weekly Digests, you can choose No Email and check Consolidated Weekly Digests

For each discussion, you have the following delivery options:

- Real time: sends an email every time a new message is posted
- Daily digest: sends one email to you each day, consolidating all of the posts from the previous day
- Plain text: sends real-time text versions of the posts, which are compatible with Blackberries and most other handheld devices. This option also allows you to reply without logging into a web browser, but it does NOT allow you to include attachments with your post.
- No Email: allows you to be part of the group without having emails sent to you. You can still post and read others' messages by logging into the community site.

# Notification Settings

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

11 Communities

Community Name A-Z

Community	Discussion Email	Consolidate Weekly Digest
<a href="#">2015 HBA Annual Conference</a>	No Email	<input checked="" type="checkbox"/>
<a href="#">2016 HBA Annual Conference</a>	Real Time	<input checked="" type="checkbox"/>
<a href="#">2016 HBA Annual Conference</a>	Daily Digest	<input checked="" type="checkbox"/>
<a href="#">2016 HBA Annual Conference</a>	Plain Text	<input checked="" type="checkbox"/>
<a href="#">2017 Leadership Institute</a>	No Email	<input checked="" type="checkbox"/>