

Managing Emails (unsubscribing or changing email frequency)

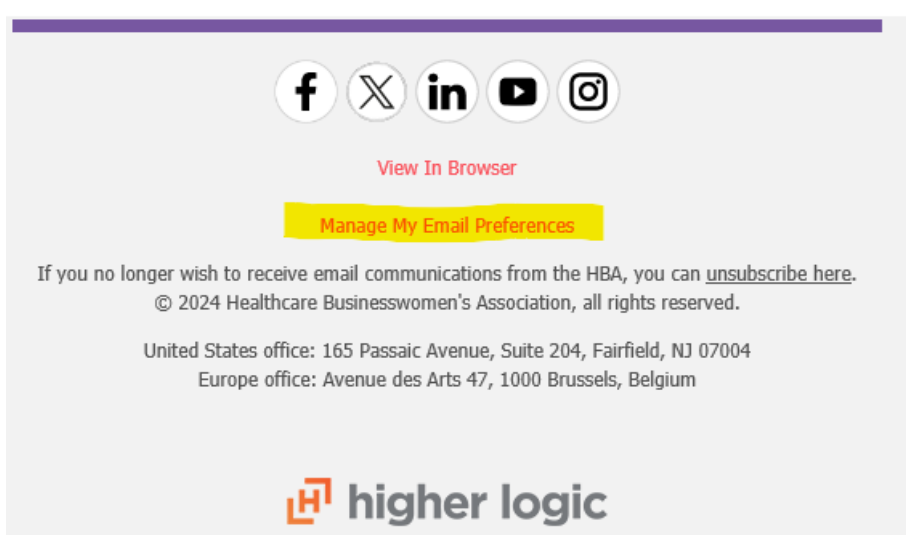
Last Modified on 15/01/2025 9:21 am EST

There are two different types of email communications that are emailed.

- Email communications from **HBA Central**. These emails are:
 - Monday weekly digest emails
 - Monthly region chair messages
 - Flagship event emails such as Annual Conference and WOTY
 - HBA Think Tank emails
- Email communication from the **HBA Community**. These emails are:
 - Member/Leader posts from the specific community forum
 - Emails from members trying to make connections
 - Emails related to specific events/series programs

To change your email communications from HBA Central follow these steps:

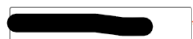
1. Scroll to the bottom of one of the HBA emails and click on the red "Manage My Email Preferences" text.



2. A new screen will appear where you can select which emails you wish to no longer receive. Once you have selected the emails you no longer want to receive, click "Update My Preferences"

Customize Your Preferences to Maximize Your HBA Experience

The key to any successful relationship is good communication. It's our goal to provide you with relevant, informative, and inspiring content — but we don't want to clutter your inbox! Help us improve your HBA experience by adjusting your email preferences below.



Please select the emails below you DO NOT want to receive:

- I DO NOT wish to receive the weekly event digest.
- I DO NOT wish to receive monthly regional chair messages.
- I DO NOT wish to receive emails about Annual Conference (~10 emails/year).
- I do not wish to receive Woman of the Year (WOTY) information
- I DO NOT wish to receive HBA Think Tank emails.

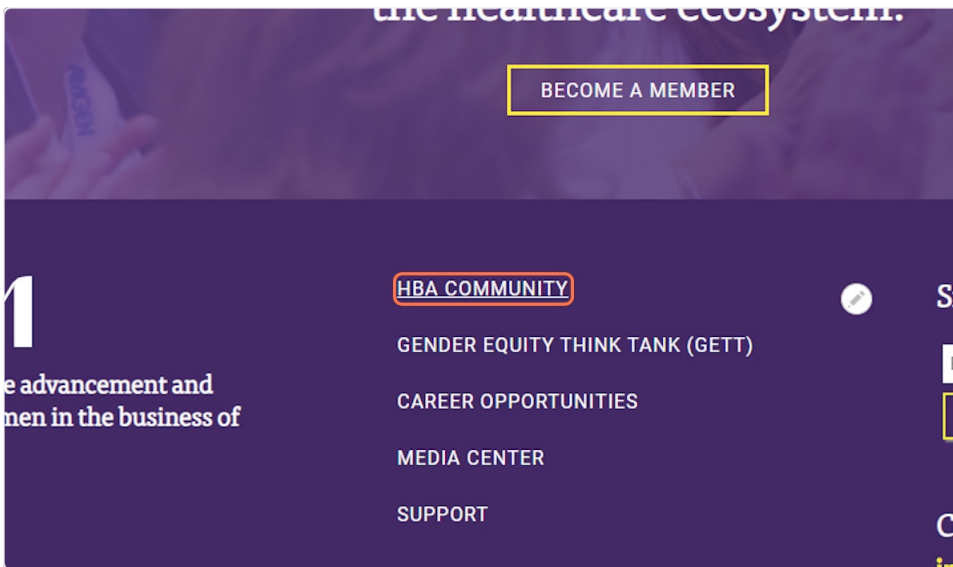
Check here to **unsubscribe from all email lists**

Please note that you will still receive important billing and membership status-related emails.

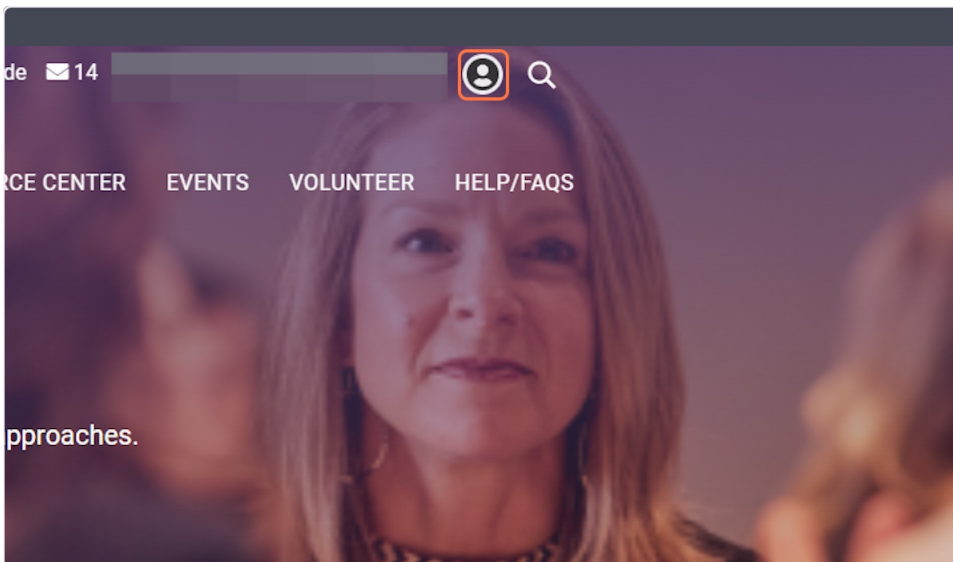
Update My Preferences

To change your email preferences for HBA Community emails follow these steps:

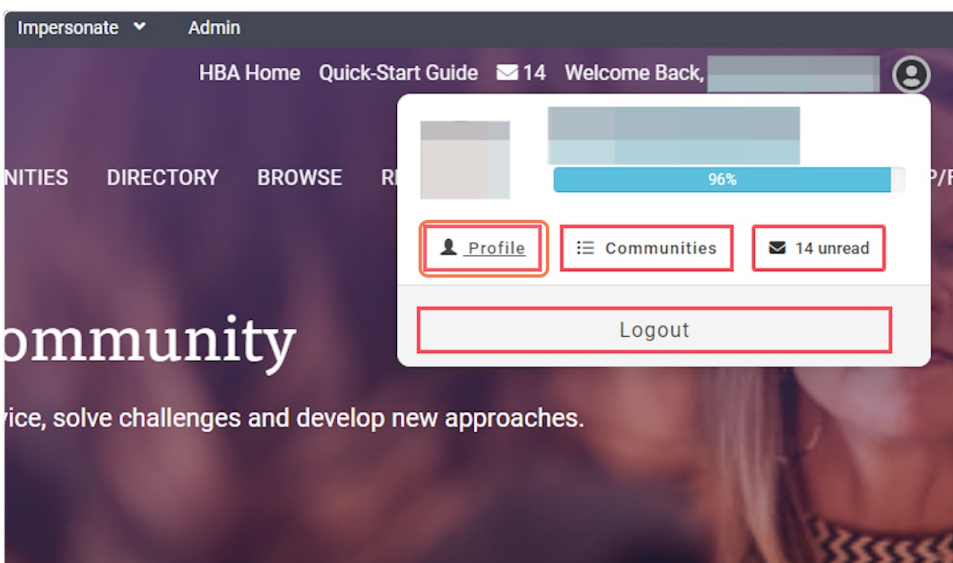
1. Log into your HBA account
2. Click on HBA COMMUNITY



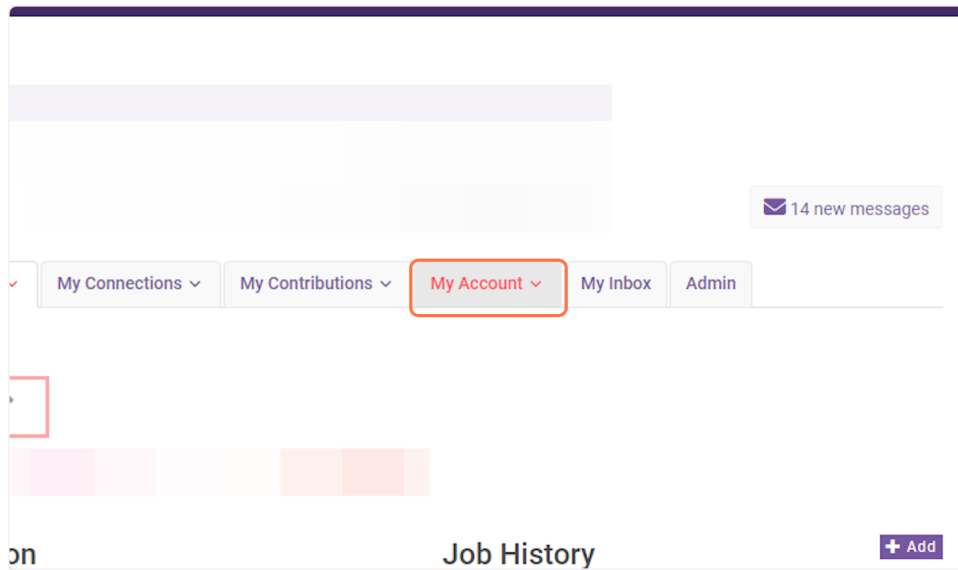
3. Click on your profile picture



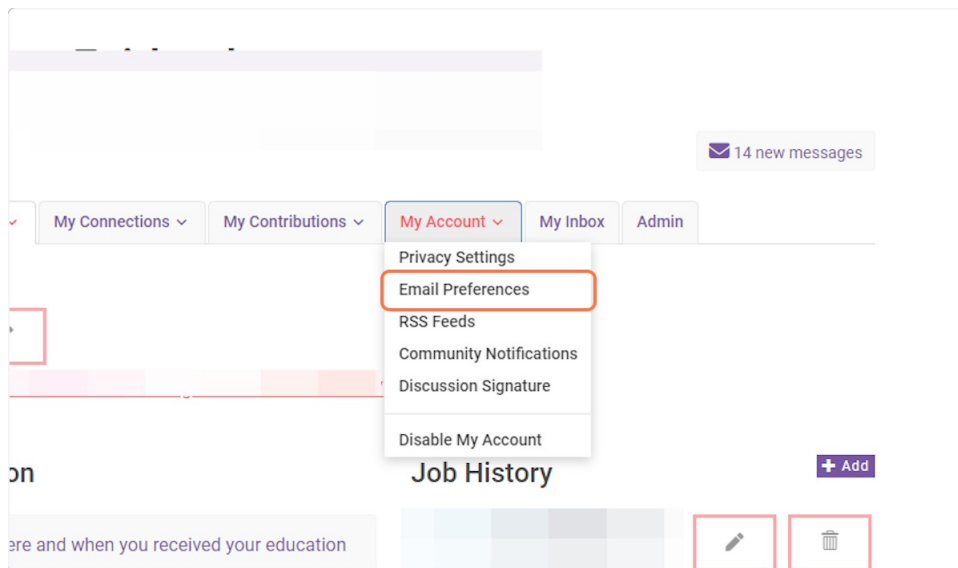
4. Click on Profile



5. Click on My Account



6. Click on Email Preferences



7. Toggle Yes/No next to each of the communications

ferred to the email address below.

Yes

cannot opt-out of these emails.

Yes

Community Manager via automation (e.g., welcome emails). Some automation rules may also send you emails (e.g., you receive Community emails from all members).

For more information, see the [Community Notifications](#) page.

8. Click on My Account

The screenshot shows the top navigation bar with links for Home, Quick-Start Guide, 14 messages, and Welcome Back. Below the navigation bar, there are tabs for My Connections, My Contributions, My Account (highlighted with a red box), My Inbox, and Admin. A search bar is visible with a notification badge of 11. Below the search bar, there are buttons for ALL, MARK AS READ, and a dropdown arrow, along with a COMPOSE button. The page title is 'Experience Manager, Healthcare Businesswomen's Association'.

9. Click on Community Notifications

The screenshot shows the 'My Account' dropdown menu open, with 'Community Notifications' highlighted by a red box. Other options in the menu include Privacy Settings, Email Preferences, RSS Feeds, Discussion Signature, and Disable My Account. The rest of the interface is the same as in the previous screenshot, with the 'My Account' tab highlighted in the navigation bar.

10. Click on No Email

HBA Buenos Aires	NO EMAIL ▾	<input type="checkbox"/>
HBA Copenhagen	NO EMAIL ▾	<input type="checkbox"/>
HBA Istanbul	Real Time Daily Digest Plain Text	<input type="checkbox"/>
HBA Ljubljana	No Email DAILY DIGEST ▾	<input type="checkbox"/>
HBA Madrid	NO EMAIL ▾	<input type="checkbox"/>
HBA Pittsburgh	NO EMAIL ▾	<input type="checkbox"/>
HBA Singapore	DAILY DIGEST ▾	<input type="checkbox"/>