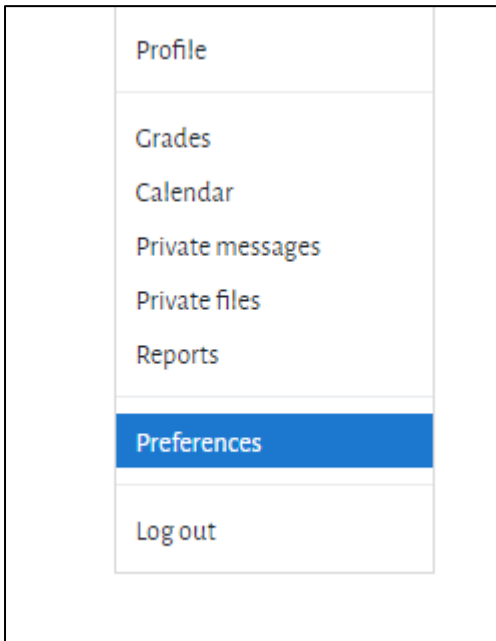


Myplace forum post email management

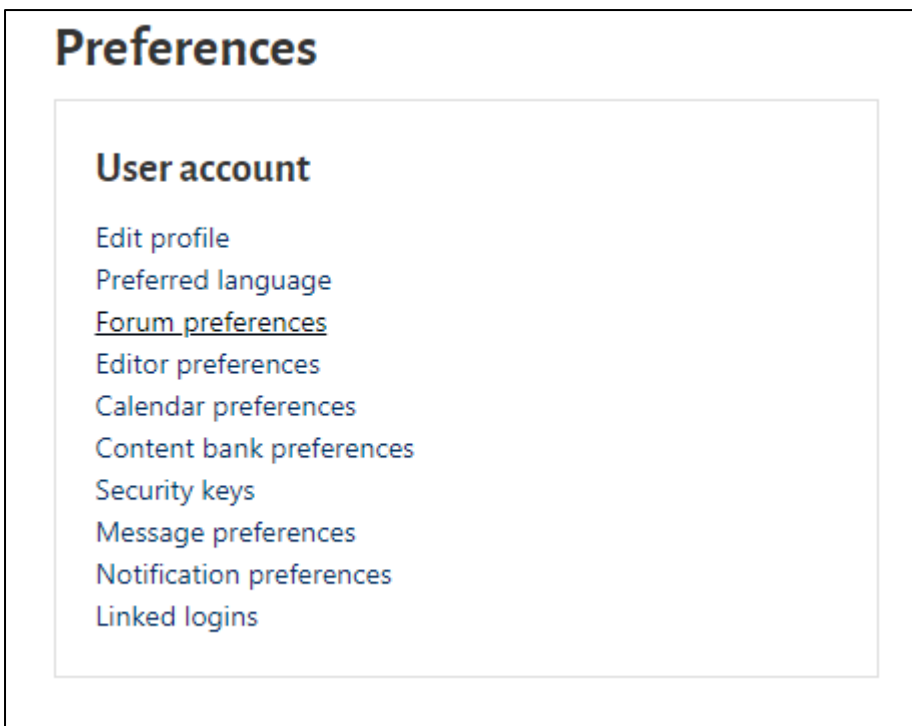
You are automatically subscribed to all forums so will get email notifications of what's going on in each of them. You can reduce the number of email notifications by choosing a 'daily digest' so that all forum posts for a single day are summarised into a single email, or completely disable these notifications.

TO CHANGE THE FREQUENCY OF EMAIL NOTIFICATIONS OF FORUM POSTS

Once you have logged in to Myplace, click on the drop-down arrow beside your name on the top right of the screen and choose **Preferences**:



Select **Forum preferences**:



Select the following option (or choose your own from the drop-down list):

Forum preferences

Email digest type ? **Subjects (daily email with subjects only) ▾**

TO DISABLE EMAIL NOTIFICATIONS OF FORUM POSTS

Choose **Notification preferences**:

Preferences

User account

- Edit profile
- Preferred language
- Forum preferences
- Editor preferences
- Calendar preferences
- Content bank preferences
- Security keys
- Message preferences
- Notification preferences
- Linked logins

Scroll down to **Forum** and use the slider to disable email notification:

Forum	
Subscribed forum posts	<input type="checkbox"/>
Subscribed forum digests	<input type="checkbox"/>

To completely disable all Myplace email notifications tick the box at the top of the screen to **Disable notifications**:

Notification preferences

Disable notifications