Managing Notifications

If you want to stay up to date with what’s going on within the online community, you will need to enable your notification settings to receive alerts when there is new activity or when new content is added.

1. Navigate to your ‘My Account’ settings by clicking the drop down arrow which you’ll find at the top of your browser window.

2. Select the ‘Notifications’ tab to display your notification options.

3. Choose which activity alerts you want to receive.

4. Click ‘Save changes’ to apply those settings.

Below is an outline of each of the notification settings along with a brief description of why you would want to enable them.

Notify me by email when:

- **I receive a private message**
  When an alert or Private Message (PM) drops into your message centre in the online community, selecting this option will ensure that you receive a copy of the message to your email address too.

- **Someone posts a comment to my profile**
  Allow other community members to add comments to your profile page by selecting the option in your Privacy settings, then enable this notification setting to receive an alert when they do.

- **Comments are posted on my photos**
  Receive an alert when new photos are uploaded and when someone comments on them.

- **Comments are posted on my videos**
  Receive an alert when new videos are uploaded and when someone comments on them.

- **Comments are posted on my files**
  Receive an alert when new files are uploaded and when someone comments on them.

- **Blog posts are published**
  Be alerted when new posts are published to blogs you’ve subscribed to.

- **I’m invited to events**
  Want to know when you’ve been invited to an event? Then have this option selected.
• **I'm invited to join a community or activity happens in a community that I'm a member of**
  If you join a number of community groups then you must enable this setting to ensure you receive alerts for activity within those communities. You'll also need to enable this setting to be alerted when someone invites you to join a community too. See below for 'Managing your Community Group notifications'.

• **Reviews are published**
  Select this if you want to be notified when new reviews are published.

• **Discussion subscription option (must be checked to subscribe to any discussion)**
  If you want to know when someone replies to your discussion topics, make sure you select this (also see: 'Managing your subscriptions' below).

• **Someone likes my content**
  It’s always nice to know when someone likes something you’ve added, what you have written or agrees with a comment you’ve made, so enable this setting so you know when they do.

• **Email me when someone mentions me**
  If someone @mentions (i.e. tags) you in the community, enabling this setting will make sure you’re aware when they do.

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**Managing your subscriptions**

If you want to keep up to date and follow blogs and discussions on Engineering Communities, subscribe to them and select the frequency of alerts when new posts are published. The options are an **Instant alert** or you can include them in your **Daily** or **Weekly Digest** instead.

When you’re reading a discussion topic or a blog post, click on the ‘Subscribe to topic’ or ‘Subscribe to Blog’ link. You'll then be prompted to select either an instant alert or to include new posts into your daily or weekly digest. If you’re already subscribed, you can also edit your subscription settings by clicking on the 'Unsubscribe' link and selecting your new alert preference.

You can also edit and remove your subscription preferences in your MyAccount area:

1. Navigate to your ‘**My Account**’ settings by clicking the drop down arrow which you'll find at the top of your browser window.

2. Select the 'Subscriptions' tab to display your subscription settings.

3. Choose which Discussion Forum categories and Blogs subscriptions you’d like to amend.

4. Click ‘Save changes’ to apply any changes to your settings.

If you wish to change your subscription settings for one of your Communities, you will also find links to each of your communities’ subscription settings at the bottom of the Subscriptions area.
Managing Communities notifications

When you join one of the communities within Engineering Communities, visit that community’s ‘Settings’ area and make sure you select the activity updates you want to receive.

1. Click on ‘Settings’ in the Community’s navigation menu.
2. Select the ‘Notifications’ tab to display the notification options.
3. Choose which Community activity alerts you want to receive.
4. Click ‘Save changes’ to apply those settings.

- Notify me of new forum posts or replies
  Be alerted when new topics are added to your Community’s discussion area.

- Notify me of new members
  Be alerted when new members join the community.

- Notify me of new files or comments
  If you want to know when new files are shared with your community or someone comments on them.

- Notify me of new photos or comments
  If you want to know when new photos are shared with your community or someone comments on them.

- Notify me of new videos or comments
  If you want to know when new videos are shared with your community or someone comments on them.

- Notify me of new events or comments
  If you want to know when new events are added to your community

- Notify me of new Blog Posts or comments
  If you want to know when new posts are published or comments made in your Community’s Blog.

Managing your Communities’ Subscriptions

In the Subscriptions tab select the frequency of alerts from the community group’s blog and discussion forum. You can receive alerts instantly or include them in your Daily or Weekly digest instead.