Navigating to Account Settings

To navigate to your ‘Account Settings,’ you can either select the down arrow icon at the top-right of your browser, or click on ‘My Account,’ and ‘Account Settings’ from the navigation bar.
Managing Privacy

Privacy settings are used to control who can send you private messages and what information about you is viewable to others. Note that you will still be able to see all the information on your profile page regardless of the settings.

1. Navigate to your ‘My Account’ settings: https://www.ornurselink.org/myhome/myaccount
2. Select the ‘Privacy’ tab to display your privacy options.
3. Choose which information is shown to the selected people.
4. Click ‘Save changes’ to apply those privacy settings.
Managing Email Alert Notifications

If you want to stay up to date on 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. We suggest starting with ‘All activity that involves me.’

5. Navigate to your ‘My Account’ settings: https://www.ornurselink.org/myhome/myaccount
6. Select the ‘Email Alerts’ tab to display your notification options.
7. Choose which activity alerts you want to receive.
8. 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 an internal message**
  
  When an alert or Private Message (PM) drops into your message center 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.

- **Photos or photo comments are posted**
  
  Receive an alert when new photos are uploaded and when someone comments on them.

- **Video or video comments are posted**
  
  Receive an alert when new videos 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 or activity happens in a group 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 groups. You’ll also need to enable this setting to be alerted when someone invites you to join a group too. See below for ‘Managing Group Notifications’.
Using the Community – Managing Your Account Settings

• **Reviews are published**

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

• **Someone posts a comment to my discussions**

If you want to know when someone replies to your discussion topics, make sure you select this.

• **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.
Using the Community – Managing Your Account Settings

Notifications

Receive an email alert to your external email account for ORNurseLink activities. To receive alerts when you have a message from your group leader or member, check the box for “Email me when I receive an internal message”.

ACTION ON THE COMMUNITY

- Send Me An Email For All Activities On The Site
- Email Me When I Received An Internal Message
- Email Me When Someone Posts A Comment To My Profile
- Email Me When New Photos Or Photo Comments Are Posted To The Site
- Email Me When New Videos Or Video Comments Are Posted To The Site
- Email Me When New Resources Or Resource Comments Are Posted To The Site
- Email Me When I’m Invited To New Events On The Site
- Email Me When I’m Invited Or Activity Happens In A Group That I’m A Member Of
- Email Me When New Resources Are Published To The Site
- Email Me When Someone Posts A Comment To My Discussions
- Email Me When Someone Likes My Content
- Unsubscribe From All Site Notifications
  (Note, You Will Not Receive Any More Email From The Site)

Save Changes
Managing Subscriptions

If you want to keep up to date and follow blogs and discussions on ORNurseLink, 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, click on the ‘Subscribe to topic’ 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: [https://www.ornurselink.org/myhome/myaccount](https://www.ornurselink.org/myhome/myaccount)
2. Select the ‘Subscriptions’ tab to display your subscription settings.
3. Choose which Discussion Forum categories 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 groups, you will also find links to each of your groups’ subscription settings at the bottom of the Subscriptions area.
Managing Group Notifications

When you join one of the groups within ORNurseLink, visit that group’s ‘Settings’ area and make sure you select the activity updates you want to receive.

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

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

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

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

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

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

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

- **Notify me of new group blog posts or comments**
  If you want to know when new posts are published or comments made in your group’s Blog.
Managing Group 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.