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.’

1. Navigate to your ‘My Account’ settings: https://www.ornurselink.org/myhome/myaccount
2. Select the ‘Email Alerts’ 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 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 Notifications

- 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 Notifications

### Notifications

Receive an email alert to your external email account for OENurseLink 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

- [x] Send Me An Email For All Activities On The Site
- [x] Email Me When I Received An Internal Message
- [x] Email Me When Someone Posts A Comment To My Profile
- [x] Email Me When New Photos Or Photo Comments Are Posted To The Site
- [x] Email Me When New Videos Or Video Comments Are Posted To The Site
- [x] Email Me When New Resources Or Resource Comments Are Posted To The Site
- [x] Email Me When I’m Invited To New Events On The Site
- [x] Email Me When I’m Invited Or Activity Happens In A Group That I’m A Member Of
- [x] Email Me When New Resources Are Published To The Site
- [x] Email Me When Someone Posts A Comment To My Discussions
- [x] 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]