CHANGING NOTIFICATIONS FOR FORUM POSTS

As everyone has a different preference as to whether they want to receive email notifications of forum posts, we automatically set participants to receive them as it is easier to switch them off than it is to switch them on.

If you are getting flooded with emails about forum posts and would like to stop receiving them then please follow the instructions below.

Changing notifications for all forums

Go into one of the emails you've received and you will see:
'To change your default forum email preferences, go to your user profile'.

Click on the link on 'your user profile'

The first box labelled 'email digest type' has a drop down menu with the following options:
- No digest – single email per forum post (this is probably what you currently have – you will receive a email for every individual forum post for forums you are subscribed to
- Complete – daily email with full posts (if you select this you will receive one email a day and it will contain every forum post in full for that day for forums you are subscribed to)
- Subjects – daily email with subjects only (this will send you one email a day but instead of including the texts from the post it will just list the subject lines)

Make your selection and click the 'save changes' button at the bottom.

If you are unable to access these setting via the link in the email then you can navigate to the relevant place by going to your profile (via 'my menu' in the top right then 'profile' in the top left), then click on 'preferences' (on the left under the heading 'user details'). Then under the heading 'user account' on the left - click 'forum preferences').

Setting different notifications for individual forums

If you want to be a bit more selective and choose whether to subscribe to individual forums (you won't receive any emails for forums you're not subscribed to)
In the individual email you receive for a particular forum – at the bottom you have an option (in tiny writing) to 'unsubscribe from this forum'.

Alternatively, in the emails, again in tiny text at the bottom, you have a link to: 'change your digest preferences'. This will take you into a list of all of the forums you are subscribed to and you choose whether you want to be subscribed to individual forums and can also change whether for each forum, you want to follow your default digest settings (controlled by the instructions above) or set them to something else for a specific forum.