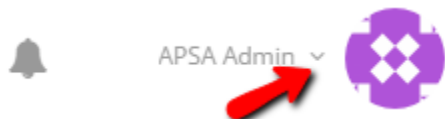


# EDITING YOUR EMAIL SETTINGS

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To edit your email settings, follow the steps below:

1. After you log in to APSA Connect, hover your mouse over the arrow next to your username in the top right corner of the window.



2. You will see a drop-down menu appear. In this menu you should hover over **settings**, then click **email**.
3. This screen allows you to determine when you want to receive email notifications. For example, if you do not want to receive a notification when another member replies to an update or comment you've posted, you can click **no** next to that option.

General **Email** Profile Visibility

Send an email notice when:

## ACTIVITY

Yes

No

A member replies to an update or comment you've posted

## GROUPS

Yes

No

A member invites you to join a group

Group information is updated

You are promoted to a group administrator or moderator

A member requests to join a private group for which you are an admin

Your request to join a group has been approved or denied