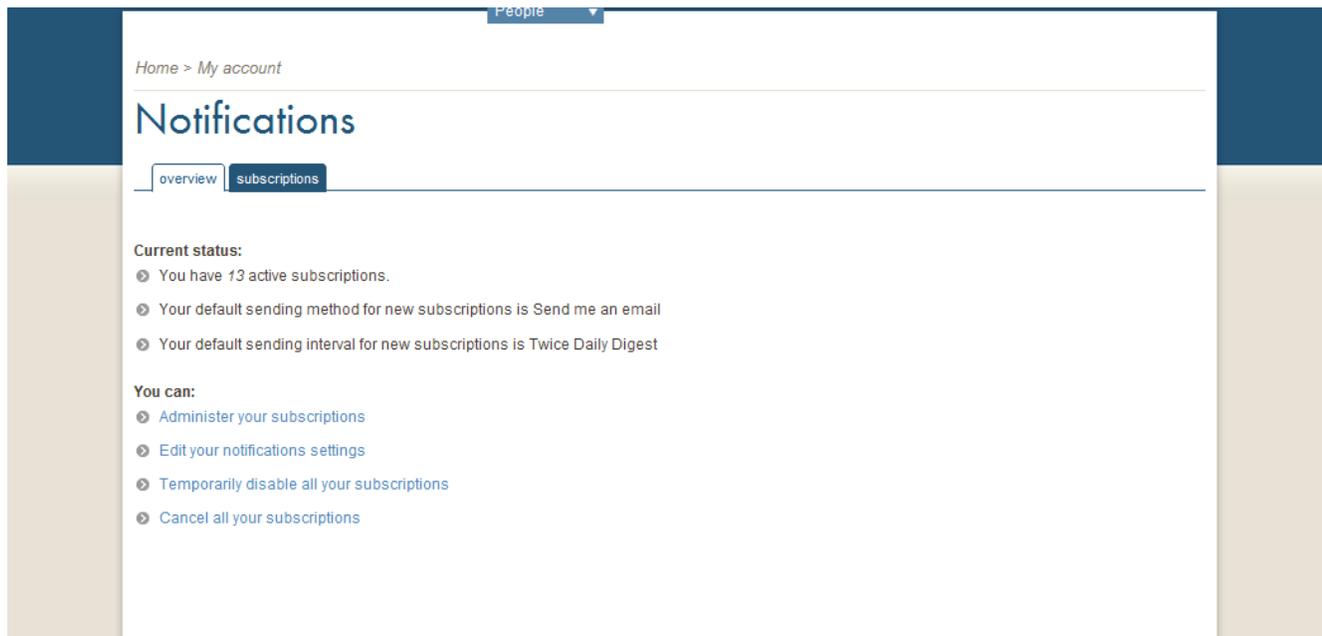


How do I change my notification settings?

- Login to the LINCS Community and select *My LINCS*.
- Select *Notification settings* under your profile picture
- You will be brought to the *Notifications* page where you have several options to manage your notifications.



- Select *Edit your notifications settings*.
- Scroll down the page to the *Messaging and Notifications* settings area.
- Under *Default send interval*, select either *Immediately*, *Twice Daily Digest* or *Daily Digest*. *Twice Daily Digest* is the default method of email notifications.
- In this area you can also choose to *Autosubscribe*, which allows you to automatically subscribe to any thread you create or post a comment to. You can also choose to automatically enable notifications for any groups that you join.
- If you select *customized*, you will be taken back to the main *Notifications* page as shown above, where you can edit your notifications on a case-by-case basis.

▼ Messaging and Notifications settings

Default send method:
 ▼
Default sending method for getting messages from this system.

Default send interval:
 ▼
Default send interval for subscriptions.

Autosubscribe
Checking this box allows you to automatically subscribe to any thread you create or post a comment to.

Automatically enable notifications for any groups that I join.
Group notifications can also be [customized](#) in greater detail if required.

Temporarily disable notifications (perhaps while on vacation, etc.):

On the *Notifications* page, select *Temporarily disable all your subscriptions*.

The screenshot shows the LINCS user interface. At the top left is the LINCS logo and the text "Literacy Information and Communication System". At the top right, there is a user profile picture and the text "Welcome back, End User | [logout](#)". Below the logo is a navigation menu with "Community", "Groups", "Events", "My LINCS", and "About". A search bar is located below the navigation menu. The main content area shows a breadcrumb trail "Home > My account" and a large heading "Are you sure you want to disable all your subscriptions?". Below the heading, there is a message: "You will stop getting notifications until you enable them again." At the bottom of the message, there are two buttons: "Disable" and "Cancel".

Select *Disable*.

When you want to resume receiving notifications, return to the main *Notifications* page and select *Enable all your subscriptions*.

Customize notifications by subscription (case-by-case basis):

- Login to the LINCS Community and select *My LINCS*.
- Select *Notification settings* under your profile picture.
- You will be brought to the *Notifications* page.
- Select the *subscriptions* tab to view all notification settings for each subscription.
- Select *Edit* or *Drop* to change just one subscription setting at a time or choose more than one by selecting the box to the left of the subscription to change more than one at a time.
- You may choose to *Activate*, *Deactivate*, *Delete* or Change Send Interval to *Immediately*, *Twice Daily Digest*, or *Daily Digest*.

Home > My account

Notifications

overview subscriptions

Filter

Update options

Activate

<input type="checkbox"/>	Type	Description	Send method	Send interval	Status	Operations
<input type="checkbox"/>	Content type in group	Disabilities in Adult Education, Event	Send me an email	Twice Daily Digest	active	edit , drop
<input type="checkbox"/>	Content type in group	Disabilities in Adult Education, Document	Send me an email	Twice Daily Digest	active	edit , drop
<input type="checkbox"/>	Content type in group	Disabilities in Adult Education, Discussion	Send me an email	Twice Daily Digest	active	edit , drop
<input checked="" type="checkbox"/>	Content type in group	Disabilities in Adult Education, Poll	Send me an email	Twice Daily Digest	active	edit , drop
<input type="checkbox"/>	Content type in group	Career Pathways, Event	Send me an email	Twice Daily Digest	active	edit , drop
<input type="checkbox"/>	Content type in group	Career Pathways, Document	Send me an email	Twice Daily Digest	active	edit , drop
<input type="checkbox"/>	Content type in group	Career Pathways, Discussion	Send me an email	Twice Daily Digest	active	edit , drop
<input checked="" type="checkbox"/>	Content type in group	Career Pathways, Poll	Send me an email	Twice Daily Digest	active	edit , drop
<input type="checkbox"/>	Content type	Announcement	Send me an email	Twice Daily Digest	active	edit , drop
<input type="checkbox"/>	Content type in group	Adult English Language Learners, Event	Send me an email	Twice Daily Digest	active	edit , drop