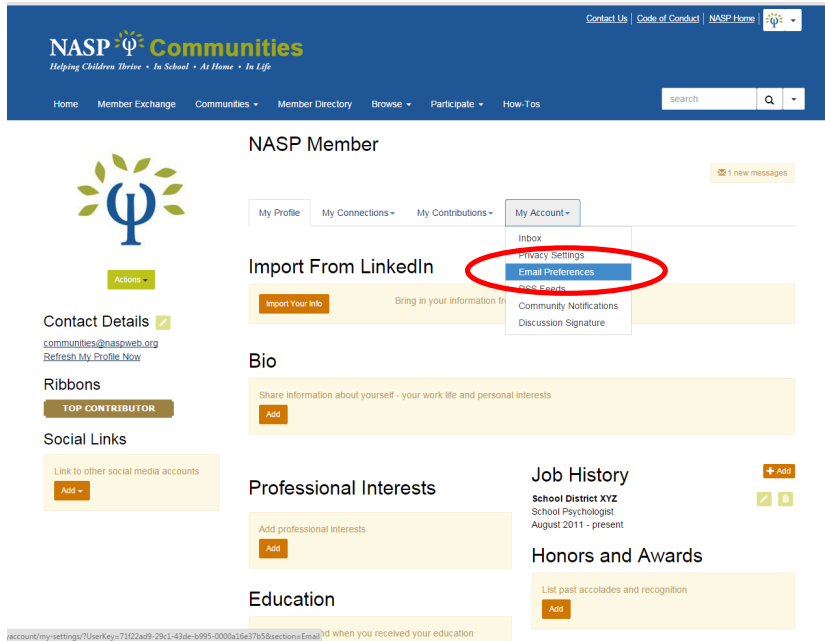
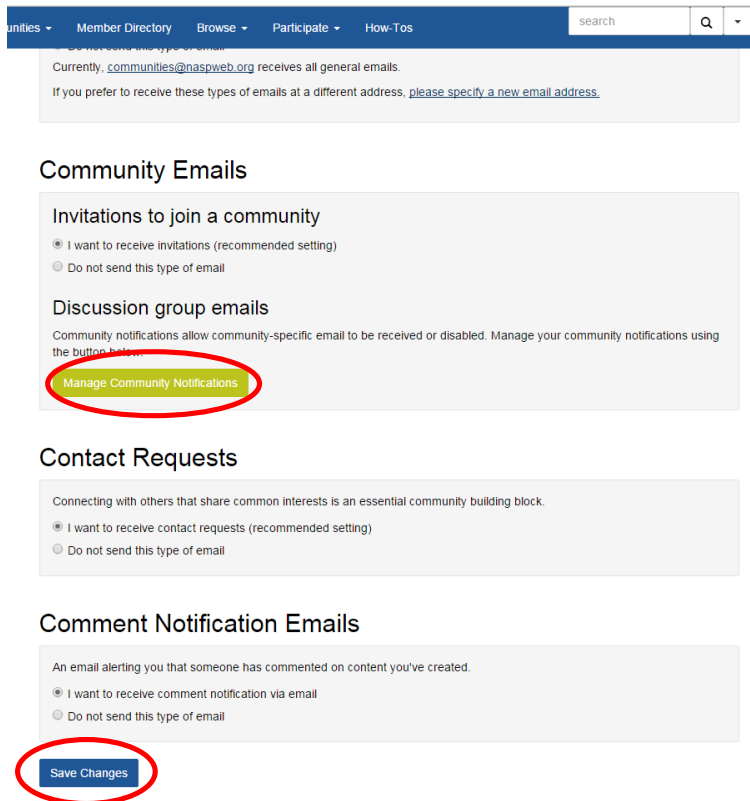


Setting Your Global E-mail Preferences from the “My Account” Tab of Your Profile



Step 1: Click on “My Account”, then select “Email Preferences” from the drop-down menu. For information on accessing your profile, please see the how-to titled, “Accessing Your NASP Communities Profile”.



Step 2: Select which kinds of e-mail you’d like to receive: general e-mails, community invitations, discussion group e-mails, contact requests, and comment notifications. Please note that you actually edit your discussion group preferences under the “Community Notifications” drop-down in “My Account”; you can click the green “Configure Your Subscriptions” button to be taken there.

Don’t forget to click the blue “Save” button at the bottom of the page to make your selections final!