

## How to change the frequency of Daily Digest emails

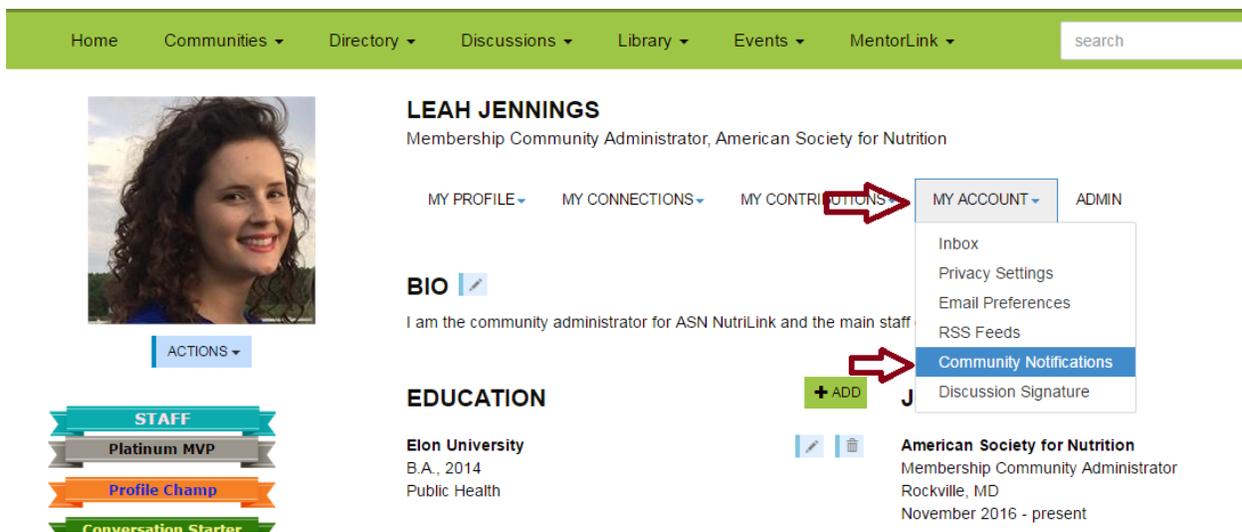
We understand that many of you have approximately 2 minutes per day of free time and get 100 too many emails already. We would hate for ASN NutriLink to be another nuisance in your inbox, so please use this guide to adjust the quantity and frequency of the emails you receive.

### Step 1. Navigate to your profile

From the [homepage](#), click on the profile picture icon at the top. Then click on the “Profile” button.



### Step 2. Locate the “My Account” tab on your profile. Click on it then select “Community Notifications” from the dropdown menu.



### Step 3. Scroll down to “Notification Settings” and view your list of communities with the current notification settings.

## NOTIFICATION SETTINGS

Yes  No Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

12 Communities

COMMUNITY NAME ▾

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">ASN NutriLink</a>	DAILY DIGEST	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">ASN Staff</a>	<ul style="list-style-type: none"><li>Real Time</li><li>Daily Digest</li><li>No Email</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>

The default is "Daily Digest." For every community that you designate to receive the daily digest, you will receive a **separate email from EACH community** with the previous day's messages. For example, if you belong to 4 communities (ASN NutriLink, ECN, CARIG RIS and Diet and Cancer RIS), and there was at least one post in each of those communities on a given day, you will receive **4 different emails**.

- If your reaction is "Woah, that's a lot of emails in one day!" then go to Step 4!
- If you're thinking "But what if I want an email every time there is a new post so I can respond immediately?" then click on the drop down menu under "Discussion Email" and choose "Real time" (instead of Daily Digest)
- If you simply do not need **ANY** emails from a certain community, click on the drop down menu under "Discussion Email" and choose "No email" for all the communities from which you'd like to unsubscribe.

### Step 4. Choose communities to put in "Consolidated Daily Digest" or "Consolidated Weekly Digest."

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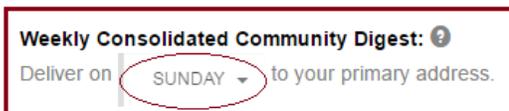
COMMUNITY NAME ▾

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">ASN NutriLink</a>	DAILY DIGEST	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Carotenoid and Retinoid Interactive Group (CARIG) RIS</a>	DAILY DIGEST	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Diet and Cancer RIS</a>	DAILY DIGEST	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Early Career Nutrition Interest Group</a>	DAILY DIGEST	<input type="checkbox"/>	<input type="checkbox"/>

To the right of the dropdown menus under “Discussion Email,” there are 2 different types of boxes you can check. You may check multiple communities for each option.

Step 4a. For all communities you designate to receive the **Consolidated Daily Digest** you will receive **one email per day** containing all the messages from all of those communities. For example, you may want to receive more frequent emails for your most active communities – let’s say ASN NutriLink and ECN. Choosing “Consolidated Daily Digest” will give you one email with all the previous day’s content from both ASN NutriLink **and** ECN. Maybe you want to only receive one email per day from ASN NutriLink in total – if that’s the case, check the Consolidated Daily Digest box next to all of your communities.

Step 4b. For all communities you designate to receive the **Consolidated Weekly Digest** you will receive **one email per week** containing all the messages from all of those communities. You may choose which day you receive these emails by scrolling up slightly and choosing a different day from the dropdown (under “Weekly Consolidated Community Digest”).



**Discussion Email: ?**

You have no override email addresses for discussion emails. [add override addresses](#)

**NOTIFICATION SETTINGS**

**Yes**  Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

You can also choose as many communities as you want to receive the Consolidated Weekly Digest. If you want to receive the minimum amount of emails possible without unsubscribing altogether, select this checkbox for ALL your communities. Or, select it only for the communities that you don’t need updates from every day.

We hope you enjoy and take advantage of this option which was designed with your busy lifestyle in mind! If you have any further questions about email notifications, please contact [asnnutrilink@nutrition.org](mailto:asnnutrilink@nutrition.org).

Thanks!

ASN NutriLink team