

Notifications Help



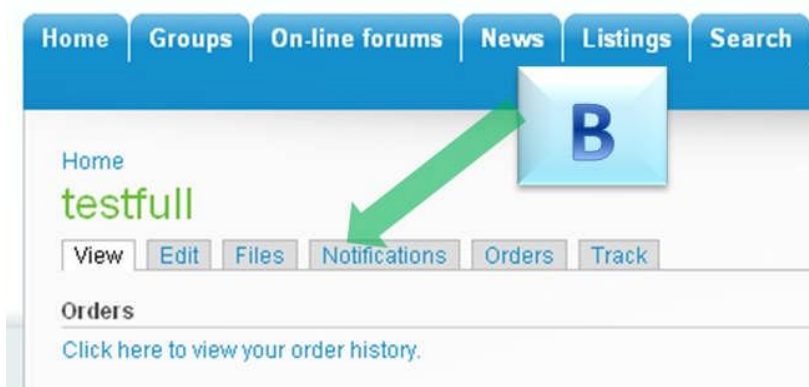
Main steps

1. Log in to the website
2. Click the My account link [A]
3. Click the Notifications tab [B]
4. Click the Content Type tab [C] for the simplest options
5. For each content type, use the drop-down to select the frequency [D]
6. Click the check box [E] to select or deselect all content types.
7. Click the **Save** button to save the latest settings
8. Use the Subscriptions tab [F] to get an overview of your subscriptions
9. Use the drop-down list [G] to select particular changes you want to make
10. You can also edit each subscription individually clicking the edit link against each subscription

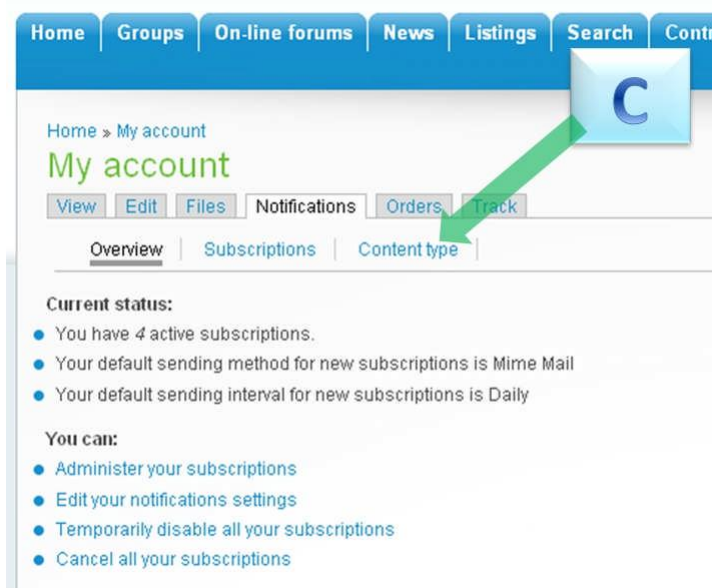
Step A – My Account



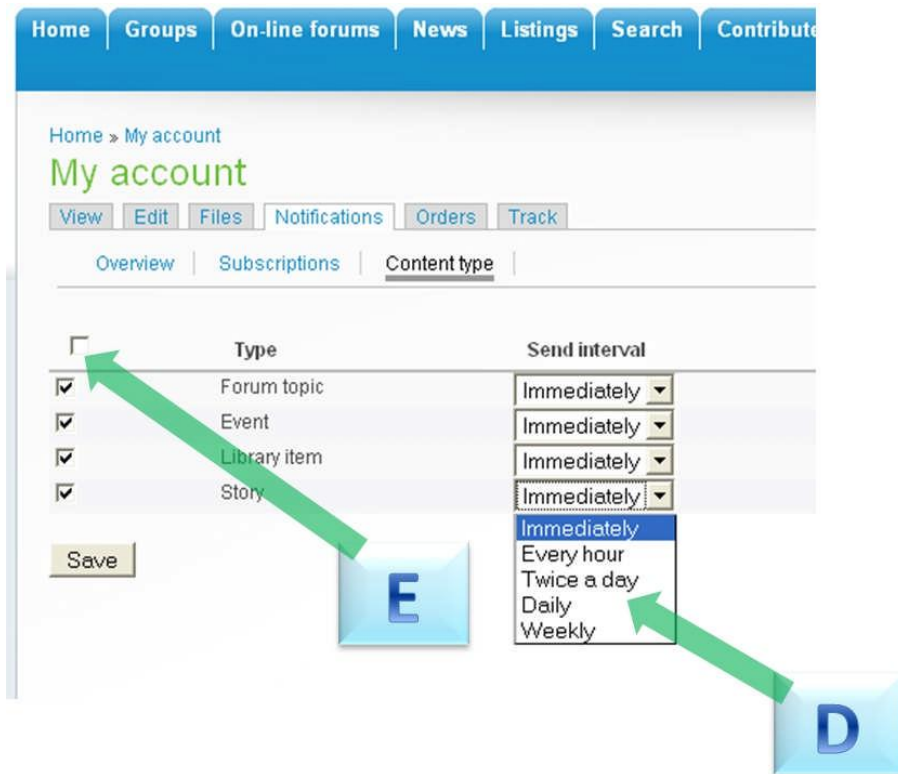
Step B – Notifications tab



Step C – Content Type tab



Step D– Select frequency/ Note E – check-box



Step F View Subscriptions

Home > My account

My account

View Edit Files Notifications Orders Track

Overview Subscriptions Content type

Filter

Update options

Activate Update

| <input type="checkbox"/> | Type | Description | Send method | Send interval | Status | Operations |
|--------------------------|--------------|--------------|-------------|---------------|--------|------------|
| <input type="checkbox"/> | Content type | Story | Mime Mail | Immediately | active | edit, drop |
| <input type="checkbox"/> | Content type | Library item | Mime Mail | Immediately | active | edit, drop |
| <input type="checkbox"/> | Content type | Event | Mime Mail | Immediately | active | edit, drop |
| <input type="checkbox"/> | Content type | Forum topic | Mime Mail | Immediately | active | edit, drop |

Step G – use Update options

View Edit Files Notifications Orders Track

Overview Subscriptions Content type

Filter

Update options

Activate Update

Activate
Deactivate
Delete
Change send method to
Mime Mail
Change send interval to
Immediately
Every hour
Twice a day
Daily
Weekly

| | Send method | Send inter |
|--|-------------|-------------|
| | Mime Mail | Immediately |
| | Mime Mail | Immediately |
| | Mime Mail | Immediately |
| | Mime Mail | Immediately |

Edit individual subscription

Home > My account

My account

View Edit Files Notifications Orders Track

Overview Subscriptions Content type

Content type subscription:
Story
Subscribe to all content of a given type.

Send interval:
Immediately

Send method:
Mime Mail

Status:

active
 inactive

You can temporarily disable this subscription for not getting notifications.

Save Delete