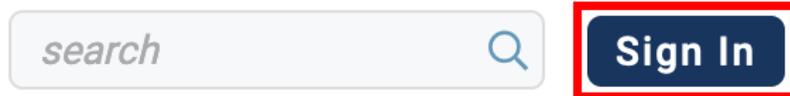


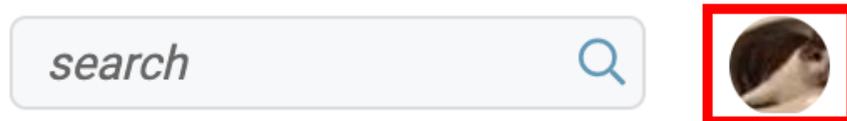
HOW TO UPDATE NOTIFICATION SETTINGS

The following instructions will help you update your notification settings from Real Time to either Daily Digest or No Email:

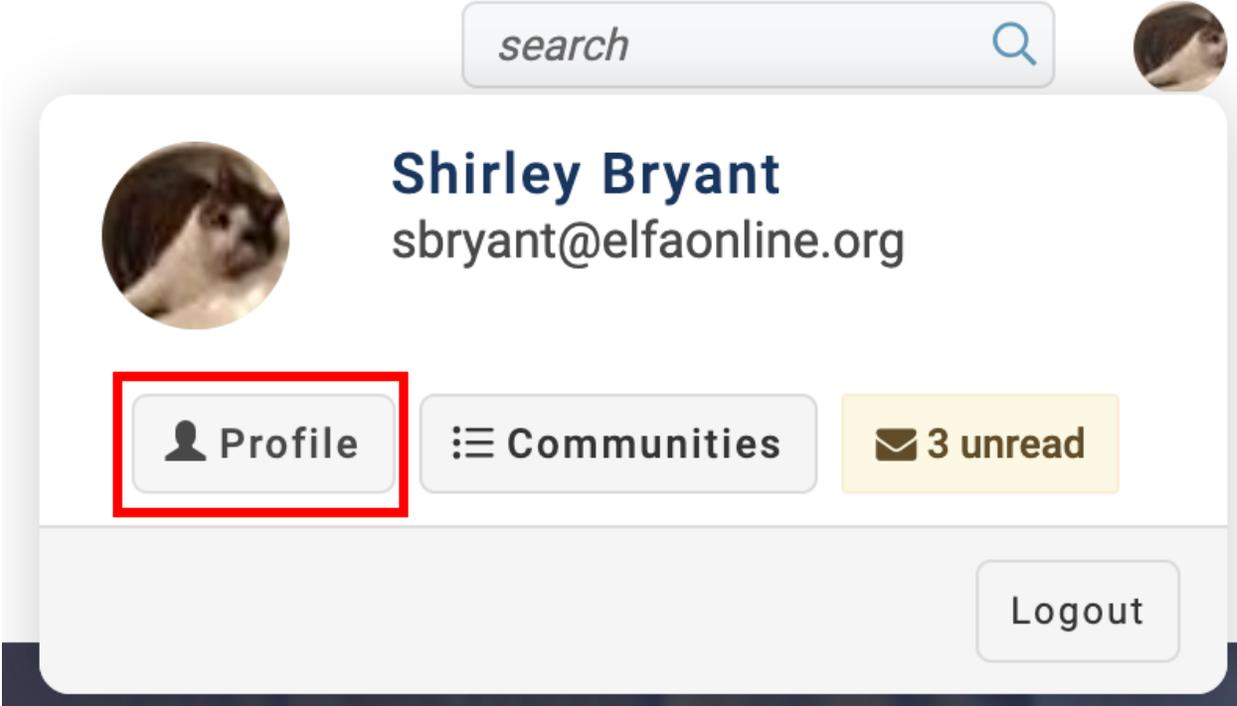
- 1.) Using your ELFA username and password, log in at <https://connect.elfaonline.org> by clicking the blue “Sign in” button in the upper right corner.



Once you're logged in the blue “Sign in” button changes to your profile photo. Click on your photo to bring up the Profile box.



2.) Click on Profile in the box that comes up.



The image shows a user profile interface. At the top, there is a search bar with the text "search" and a magnifying glass icon. To the right of the search bar is a small circular profile picture of a person. Below the search bar, the profile name "Shirley Bryant" is displayed in a large, bold, blue font, followed by the email address "sbryant@elfaonline.org" in a smaller, grey font. To the left of the name is a circular profile picture of a dog. Below the name and email address, there are three buttons: "Profile" (with a person icon), "Communities" (with a list icon), and "3 unread" (with an envelope icon). The "Profile" button is highlighted with a red rectangular border. At the bottom right of the profile card, there is a "Logout" button.

3.) On the next page, click on the “My Account” tab and then “Community Notifications.”

Ms. Shirley Bryant

Director, Web Design, Equipment Leasing and Finance Association

 3 new messages

My Profile My Connections ▾ My Contributions ▾ **My Account ▾** My Inbox Admin

- Privacy Settings
- Email Preferences
- RSS Feeds
- Community Notifications**
- Discussion Signature

Bio
I work at ELFA. I'm livin' the dream :-)

4.) Under **Notification Settings**, you'll see a button to the right of each discussion group name that indicates the notification preference for each group.

Notification Settings

7 Communities

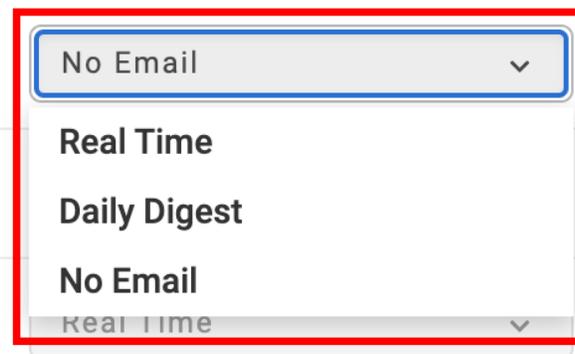
Community	Discussion Email
AcctgTalk Discussion Group	Real Time 
DataTalk Discussion Group	No Email 
LeaseTalk Discussion Group	Real Time 

5.) Click on the button to the right of a discussion group name to open a list of options:

[DataTalk Discussion Group](#)

[LeaseTalk Discussion Group](#)

[LegalTalk Discussion Group](#)



The options are as follows:

Real Time – You will receive emails as they are sent to the group in real time.

Daily Digest – All the day’s posts are consolidated into a single email and sent out at midnight on that day.

No Email – You will not receive any emails from that group, but you can post, read and respond to the list via the <https://connect.elfaonline.org> website.

That's it. The system logs your selection automatically so there's no save or submit button. However, you may need to log out and log back in to see your updated selection(s).

If you have questions or need assistance, please contact communities@elfaonline.org.