

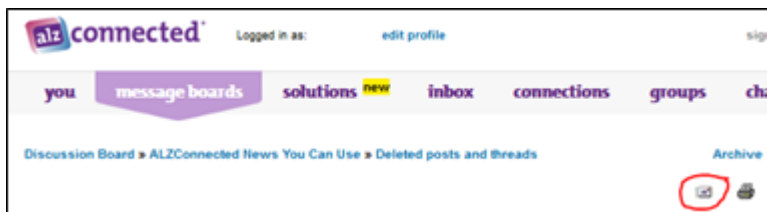
How to Subscribe/Unsubscribe from a Topic Thread

This feature allows you to receive an email update whenever someone adds a message to a specific topic or a reply to your specific post.

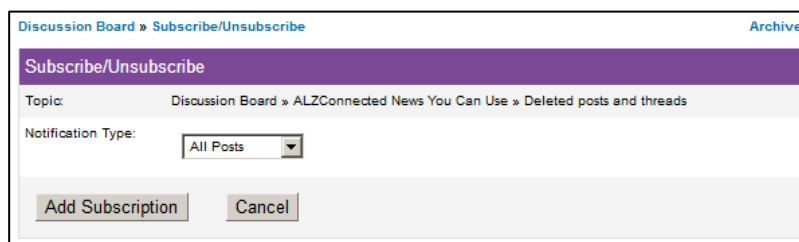
Note: All notification emails will be sent by admin@alzconnected.org. Use the features for your email system to make sure these message do not go directly to spam.

To subscribe to a topic:

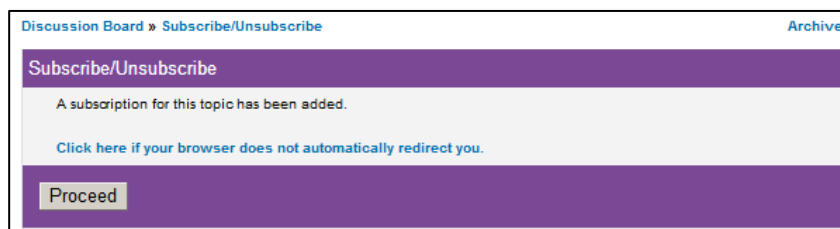
1. Open the topic thread you would like to follow, then click on the envelop icon circled in red below. When you place your mouse on the image, the Subscribe/Unsubscribe wording appears.



1. The Subscribe/Unsubscribe screen appears with the name of the specific topic displayed at the top. There are two options for notification – All Posts, or Replies to me. Use the drop-down box to make your choice.



2. Click on the **Add Subscription** button to start your notifications.
3. The Confirmation screen will appear briefly, and then you will be redirected to the topic. If you are not automatically returned to the topic within 15 seconds, please click on the **Proceed** button to be returned.



4. If you select:

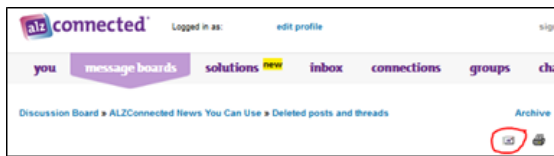
- a. **All Posts**, you will receive an email message from admin@alzconnected.org when a member replies to a post or adds a new post within the thread. Any new posts you add to the thread will not cause an email to be sent to you.
- b. **Replies to me**, you will receive an email message from admin@alzconnected.org when anyone replies directly to one of your posts within the thread.

Note: Deleted posts or deletion of the entire thread will not generate an email.

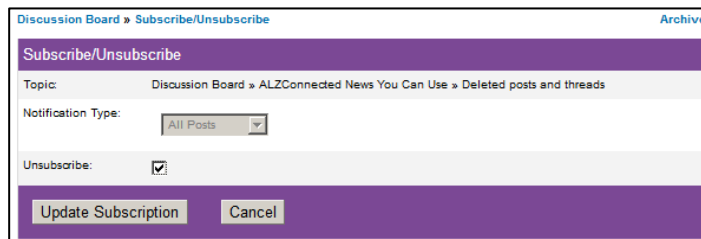
5. The email subject contains the name of the forum and topic. The body of the email will contain: your screen name, the screen name of the person that added to the topic, a link to the topic and the message text.

To Change your Notification Type or to Unsubscribe:

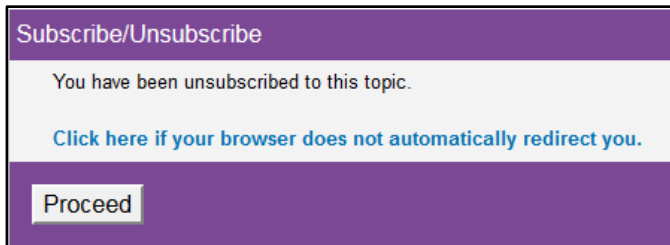
6. Visit the corresponding thread and click on the envelop icon again.



- 7. Since you have a subscription, the system will allow you to either change the Notification Type or Unsubscribe.
 - a. To change the notification type, use the drop-down list to make your selection.
 - b. To unsubscribe, click on the check box so that a check mark appears.



8. Click on the **Update Subscription** button to save your changes.
9. A confirmation message will appear briefly letting you know you have successfully unsubscribed or the subscription has been added, then you will be redirected to the topic:



-- End of Directions --