



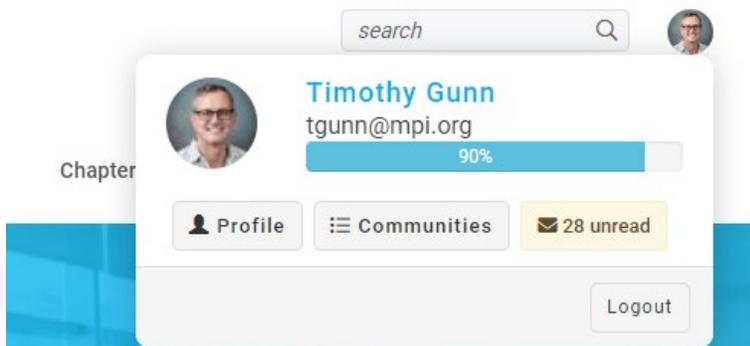
Committee Communication How to Update Your Communication Preferences

REMINDER

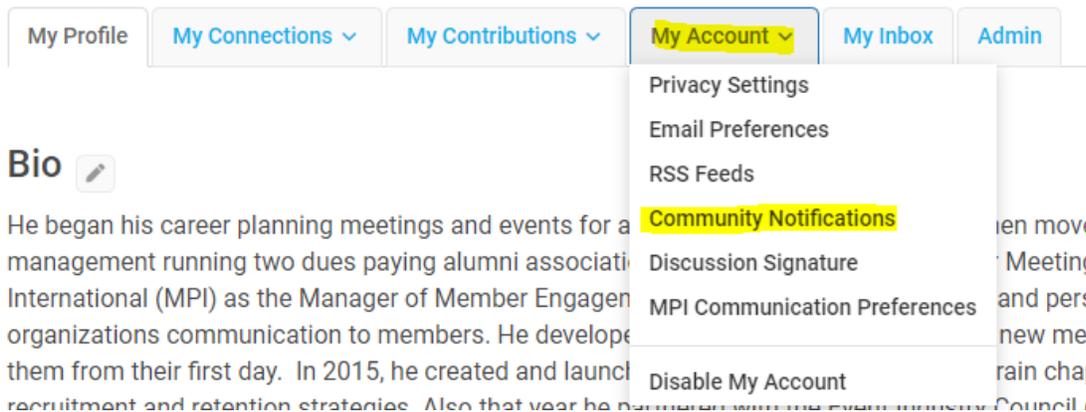
Your communication will go to the email address in your Member Profile. If you change your email address during your service, all communication will be redirected. Contact MPI Member Services at feedback@mpi.org for more support.

From the MPI Community Forums site <https://u.mpi.org/home>

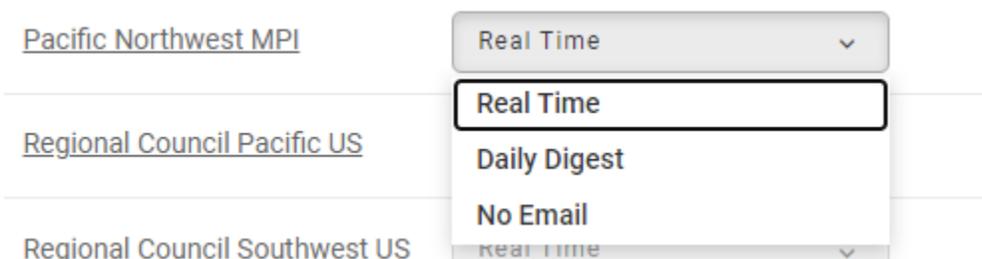
1. Sign in with your username and password.
2. After you are logged in, click on your profile on the top right corner of the page.
3. Click “Communities” which will take you to your profile page in MPI Community Forums



4. Click “My Account” then “Community Notifications”



5. You will see all the communities and committees you belong to. For your committee, set your discussion email to “Real Time” which will send you an email each time a committee member posts or responds to an existing message.



Note: You have three options on how often you want to receive notification for each community/committee you belong to.

1. Real Time – an email for every single post within the community. Recommended for Committees you belong to.
2. Daily Digest – one digest per day of all communication within that community
3. No Email – no communication, you will have to go into the community to view correspondence

6. “Consolidated Daily Digest” or “Consolidated Weekly Digest” can be selected so you will receive one email with all communications within a community either Daily or Weekly.

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
2022-2023 Marketing & Communications Chapter Leaders	Real Time 	<input type="checkbox"/>	<input checked="" type="checkbox"/>