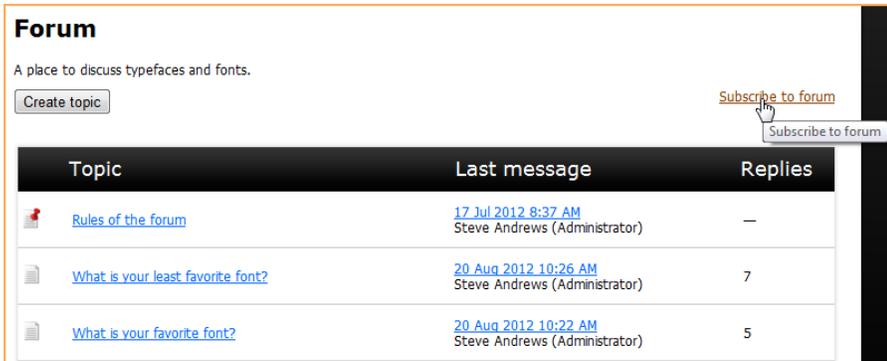


Subscribing to a forum

Members can subscribe to a forum, or to individual topics within the forum, so that they receive email notifications of updates. After receiving the notification, a member can visit the forum to view the new topics or replies.

Only members can subscribe themselves to a forum or forum. However, once the member has subscribed, either the member can set the frequency of the email notifications. Members are not subscribed by default to any forums.

Subscribing to the entire forum - To subscribe to the entire forum, a member visits the forum page and clicks the **Subscribe to forum** link above the topic list.



The screenshot shows a forum page titled "Forum" with the subtitle "A place to discuss typefaces and fonts." There is a "Create topic" button. A list of topics is shown with columns for "Topic", "Last message", and "Replies". The topics listed are "Rules of the forum", "What is your least favorite font?", and "What is your favorite font?". A "Subscribe to forum" link is visible above the topic list, and a tooltip shows "Subscribe to forum" when the mouse hovers over it.

Topic	Last message	Replies
Rules of the forum	17 Jul 2012 8:37 AM Steve Andrews (Administrator)	—
What is your least favorite font?	20 Aug 2012 10:26 AM Steve Andrews (Administrator)	7
What is your favorite font?	20 Aug 2012 10:22 AM Steve Andrews (Administrator)	5

The member will subsequently receive email notifications of updates to any of the topics in the forum, with links to the new or updated topics.

To unsubscribe to a forum, the member clicks the **Subscribed (Unsubscribe)** link that appears in place of the **Subscribe to forum** link, or clicks the **Unsubscribe** link in the email.

Subscribing to a forum topic

To subscribe to just one topic in a forum, the member views the topic then clicks the **Subscribe to topic** link above the topic messages.



The screenshot shows a forum topic page titled "Forum" with a "Back to topics" link. The topic title is "What is your favorite font?". There is a "Reply" button. A "Subscribe to topic" link is visible above the topic messages, and a tooltip shows "Subscribe to topic" when the mouse hovers over it. At the bottom, there is a message header with the date "10 Jul 2012 1:09 PM", the message number "Message # 1004436", and links for "Edit", "Delete", and "Quote".

The member will subsequently receive email notifications of replies or updates to this forum topic alone, with the full text of the reply or update.

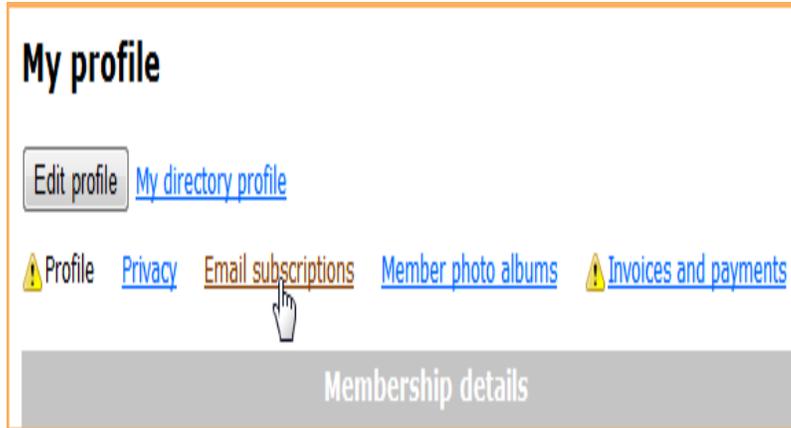
To unsubscribe to a forum topic, the member clicks the **Subscribed (Unsubscribe)** link that appears in place of the **Subscribe to topic** link, or clicks the **Unsubscribe** link in the email.

Frequency of email notifications - By default, email notifications of forum updates are sent on a daily basis. Either the member or an administrator can change the frequency of the email notifications from daily to weekly or immediately. **Daily forum** notifications contain a summary of the previous day's updates. **Weekly forum** notifications are sent on Sunday night/Monday morning, and contain a summary of the previous week's updates.

The forum date, time, and format shown to the public is also based on your organization's timezone and date/time format.

Changing forum subscription settings

A member can change their forum subscription settings.



To change their forum subscription settings, members follow these steps:

Go to their profile.

Click the **Email subscriptions** link.

Click the **Edit profile** button.

In the **Forum subscriptions** section, members can unsubscribe their existing subscriptions and change the frequency of forum update .

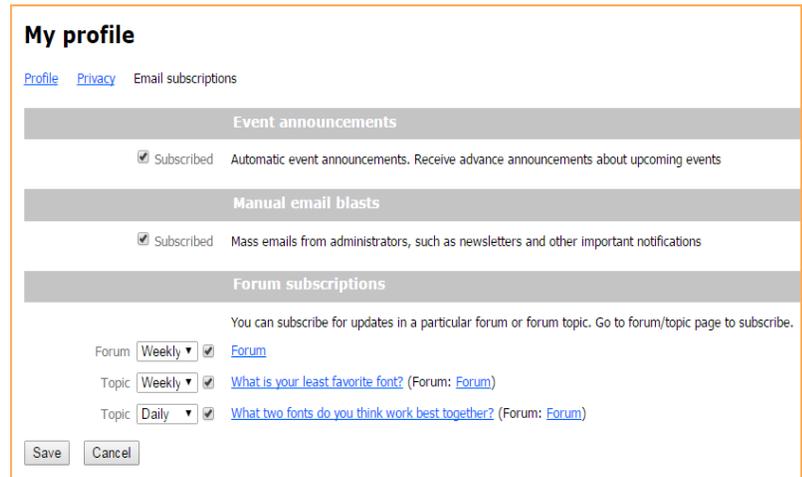
To unsubscribe to a forum or forum topic, members uncheck the checkbox beside the forum or topic name.

To change the frequency of the update notifications, members click the dropdown and choose one of the following options:

Daily - A summary of forum updates for each day is sent the following day.

Weekly - A summary of forum updates for each week is sent on Sunday night/Monday morning.

Immediately - Notifications are sent immediately after an update is made (though the actual delivery could be delayed a few minutes or longer depending on the email server load).



Once finished making changes click the Save button.