

How to use the Group Subscription to stop or receive team messages

Your **Manage My Emails** setting is unique to each team that you are a member of. This allows you to control whether or how often you want to receive notification emails from your team. WA Portal can notify members each time*:

- A new message is created in the Exchange
- A comment is added to an Exchange message
- When events are added to a team calendar
- When a new folder is created within the team

Don't want to receive those notifications? Here are your options:

We assumed you were receiving enough emails so the default choice is set to **Disabled**. This prevents any messages from being sent to you.

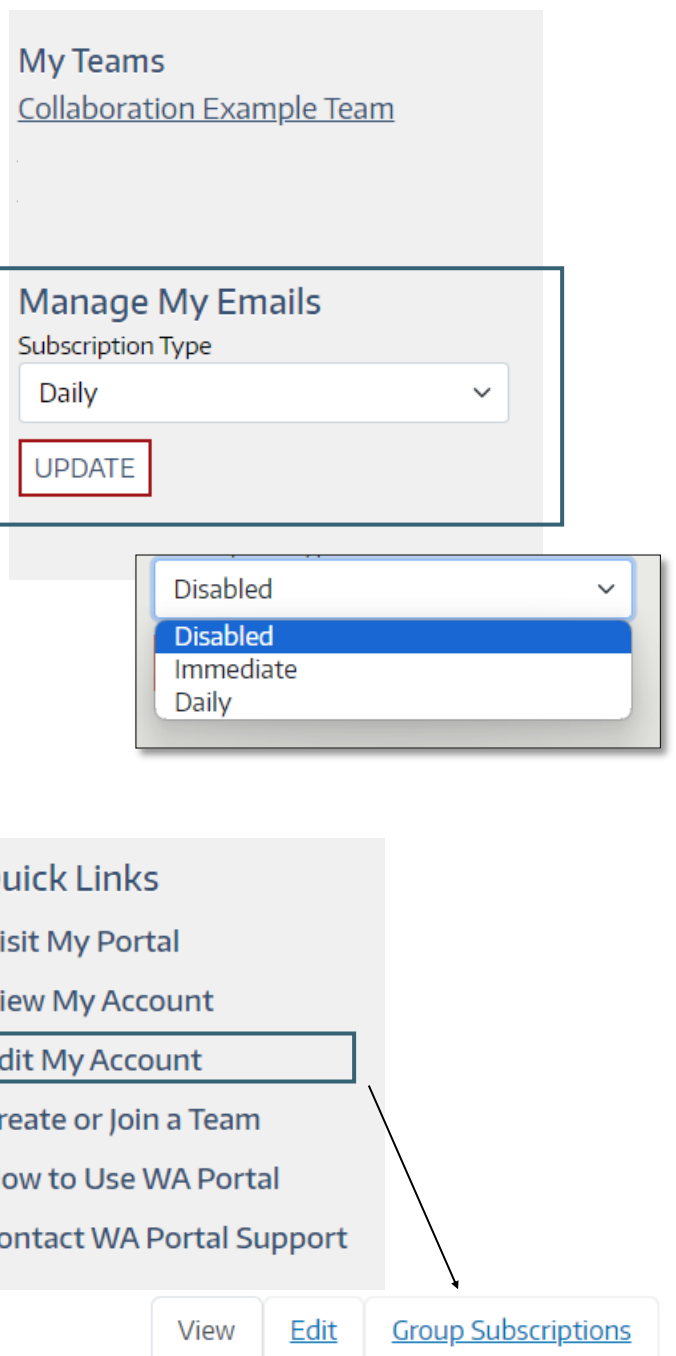
Immediate means a notification email will be sent to you within an hour of the action taken (a comment, a reply, a new calendar item).

Daily sends you a summary of team messages, calendar items, etc. that were created in the team by or before 3 p.m. PST and will usually arrive in your in box by 4 p.m.

Need to customize this decision?

You aren't able to choose to receive only new calendar notifications or new Exchange comments, but if you are a member of multiple teams, you can choose a different email preference for each team.

Go to **My Portal**, then **View My Account** or **Edit My Account** and select **Group Subscriptions**.



The screenshot shows the 'My Teams' section with a link for 'Collaboration Example Team'. Below this is the 'Manage My Emails' section, which includes a 'Subscription Type' dropdown menu currently set to 'Daily'. A red box highlights the 'UPDATE' button. Below the main interface, a separate dropdown menu is shown with 'Disabled' selected and highlighted in blue. In the 'Quick Links' section, 'Edit My Account' is highlighted with a blue box, and an arrow points from this box to the 'Group Subscriptions' button in the bottom navigation bar.

You can then select Disabled, Immediate, or Daily for each team.

*When someone creates a new Exchange message or calendar event they can opt **not** to notify members before hitting send. Your team may want to agree to this option to manage when and how often messages are sent to all members.