

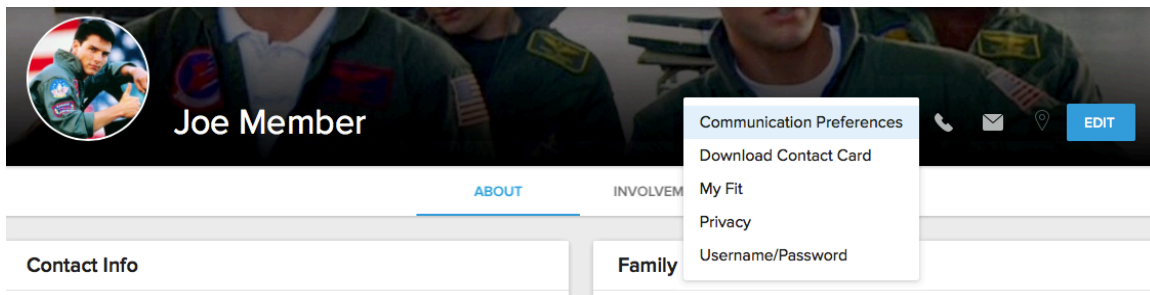
## How Do I Update My Communication Preferences?

Update your communication preferences to control what emails and texts you receive and when. *Make sure to choose your cell phone carrier in order to receive text messages.*

1. Log In.
2. Go to your profile.



3. Click the **more (ellipsis)** menu and choose Communication Preferences.



4. Set your preferences.

COMMUNICATION SETTINGS FOR JOE MEMBER

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier Turned off... Mobile Phone Standard text messaging rates from your carrier may apply.
<b>Groups I am in</b>	<b>Recommended</b>	<b>Optional</b>	<b>Recommended</b>	<b>Recommended</b>
Blue Ridge Bible Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kingdom Calling: Local Missions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The **first column** allows direct correspondence from Group Leaders or members, such as email notifications of new group messages, event invitations, group emails, and position or needs information.(Example: Ridge Notes, LIFE Group messages, Sunday Pre-Flight) Check these boxes if you wish to receive this type of correspondence from a group. *This setting is recommended.*
- The **second column** determines whether or not you wish to receive an email when a member of the group posts a comment to a message. (Examples: Replies to messages like Ridge Notes) Check the boxes next to the groups whose comments you want to see. *This setting is considered optional.*
- The **third column** determines whether or not you wish to receive a weekly summary of any changes made to the group, including new events, comments, files, needs, or positions. Check the boxes next to the groups for which you want to receive this weekly summary. *This is a recommended setting.*
- The **final column** allows you to indicate which groups from which you want to receive text messages. Choose your mobile phone carrier from the pulldown menu, verify or add your mobile phone number, and check the boxes for the groups you wish to enable. Remember, standard text messaging rates from your carrier may apply. **You must choose your carrier in order to receive text messages.** *This setting is recommended.*

5. Scroll to the bottom and choose "Save"

**You're Done!**