



NYSBA Communities

How to Change your Email Settings

STEP 1: Login

1. Visit NYSBA Communities at <http://communities.nysba.org/>. Click the Sign-In button in the upper right-hand corner. You will be directed to the NYSBA website to login using your username and password. You will then be automatically redirected to the NYSBA Communities site. If it does not say login, you are already logged into the NYSBA website. If you forget your username and/or password, please call the NYSBA Member Resource Center at (800) 582-2452. Now that you are logged in, please follow the steps below to change your email settings.

STEP 2: Modify Your Communication Settings

1. On the homepage, visit the Groups tab. You will see three options: All Groups, My Groups and Modify Communication Settings. Click Modify Settings. Here you will see a list of all the communities you are eligible for and your current email settings in a drop-down menu (image below).

[NYSBA Staff](#)



- a. **Real Time:** This setting means you will receive emails as they are contributed, in a formatted email.
 - b. **Daily Digest:** This option means you will receive one email which will list all the emails for that day. Please note the Daily Digest email will arrive in your inbox around 3 a.m. and include all the discussions from the previous day. Coming soon is a consolidated daily digest email where you will receive all announcements, events and blog notices in one email from all of your communities.
 - c. **Plain Text:** This setting means you will receive emails as they are contributed, but all the pictures, colors, and other formatting will be removed. If you wish to interact with the Community by email only (like a Listserve), choose this setting.
 - d. **No Email:** This setting means you will not receive any emails from that community and you will have to view and reply to all discussions online. You can opt to receive notifications on your phone instead of email.
2. Repeat these steps for each community you are subscribed to.