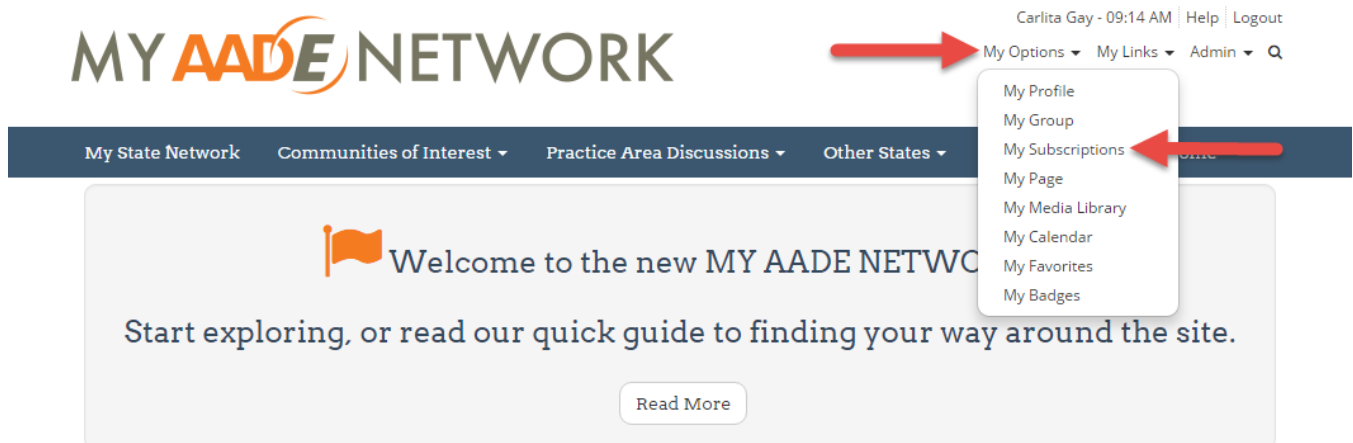


# MY AADE NETWORK

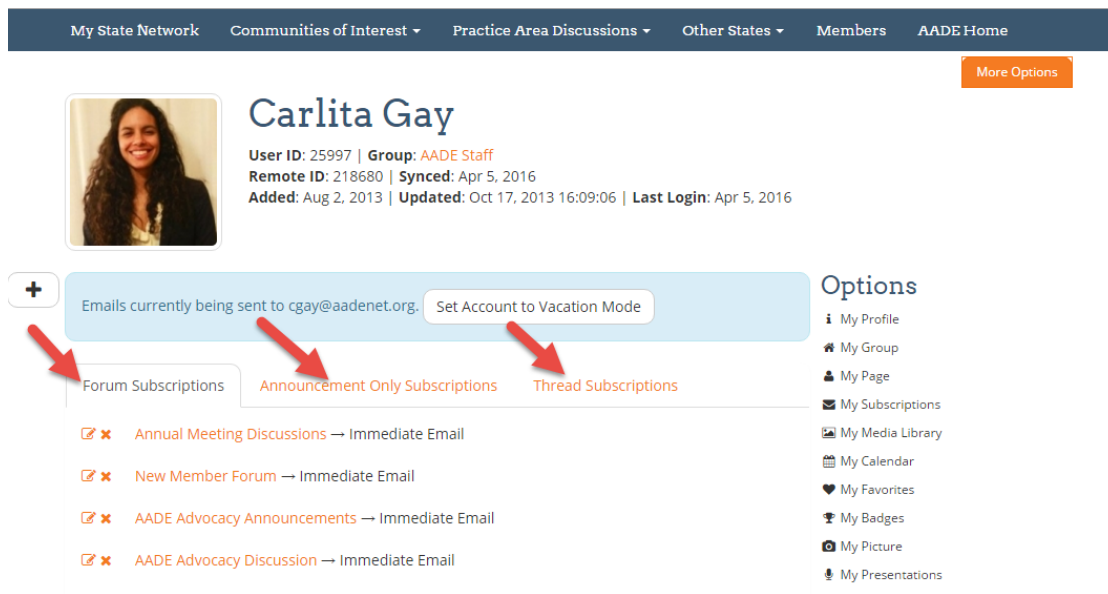
## Managing Your Discussions & Announcement Forum Subscriptions

You can control the frequency with which you receive MY AADE NETWORK communications (CB, LNG, and COI discussion forum and announcement posts) easily by logging into the site.

1. Hover over 'My Options'
2. Select 'My Subscriptions'



3. Select either the 'Forum Subscriptions', 'Announcement Subscriptions', or 'Thread Subscriptions' depending on which subscription you would like to manage first



4. Select either action to add a subscription, edit an existing subscription, or delete a subscription:

The '+' icon means you are adding a subscription

The 'paper and pencil' icon means you are editing an existing subscription

The 'x' icon means you are deleting an existing subscription

**Carlita Gay**  
User ID: 25997 | Group: AAE Staff  
Remote ID: 218680 | Synced: Apr 5, 2016  
Added: Aug 2, 2013 | Updated: Oct 17, 2013 16:09:06 | Last Login: Apr 5, 2016

↓

+ Emails currently being sent to cgay@aadenet.org. Set Account to Vacation Mode

Options

- My Profile
- My Group
- My Page
- My Subscriptions
- My Media Library
- My Calendar
- My Favorites
- My Badges
- My Picture
- My Presentations

Forum Subscriptions    Annou    Thread Subscriptions

This option will send you any forum posts directly to your email account as soon as they are received.

- Annual Meeting Discussions → Immediate Email
- New Member Forum → Immediate Email
- AADE Advocacy Announcements → Immediate Email
- AADE Advocacy Discussion → Immediate Email

See image below for adding a subscription

Add a Subscription

\*Select a Category    State Network Announcements    Illinois Network Announcements

Select Subscription Type    Immediate Email

This option will send you any forum posts directly to your email account as soon as they are received.

→ Add    Cancel