NIC Forums Training:

How to subscribe to Forum Content

In this guide, we'll learn how to use the Subscription feature on the NIC Forums site.

Please do not miss the last page of this guide title: Important things to understand.

Let's start off by going to a Forum page.

In this example, we're looking at the General discussion forum. When the page loads, between the page title and the table of all the forum's topics, you'll see a grey subscription button. These grey subscription buttons are very explicit in their wording to help you understand what you are subscribing to.

You can see that this button says "Subscribe to all comments, to all topics, in the General discussion forum." This means that if you click on this button, you will receive a notification any time a comment is posted in the general discussion forum – on any topic.

This may feel overwhelming and so you may only wish to subscribe to more specific content. Let's find out how to do that by going into a forum topic. In this example, we'll click on the "This is a test topic," topic.

On the topic page, you can see that we have one subscription button for the topic, and one subscription button for each comment. Let's find out how this works.
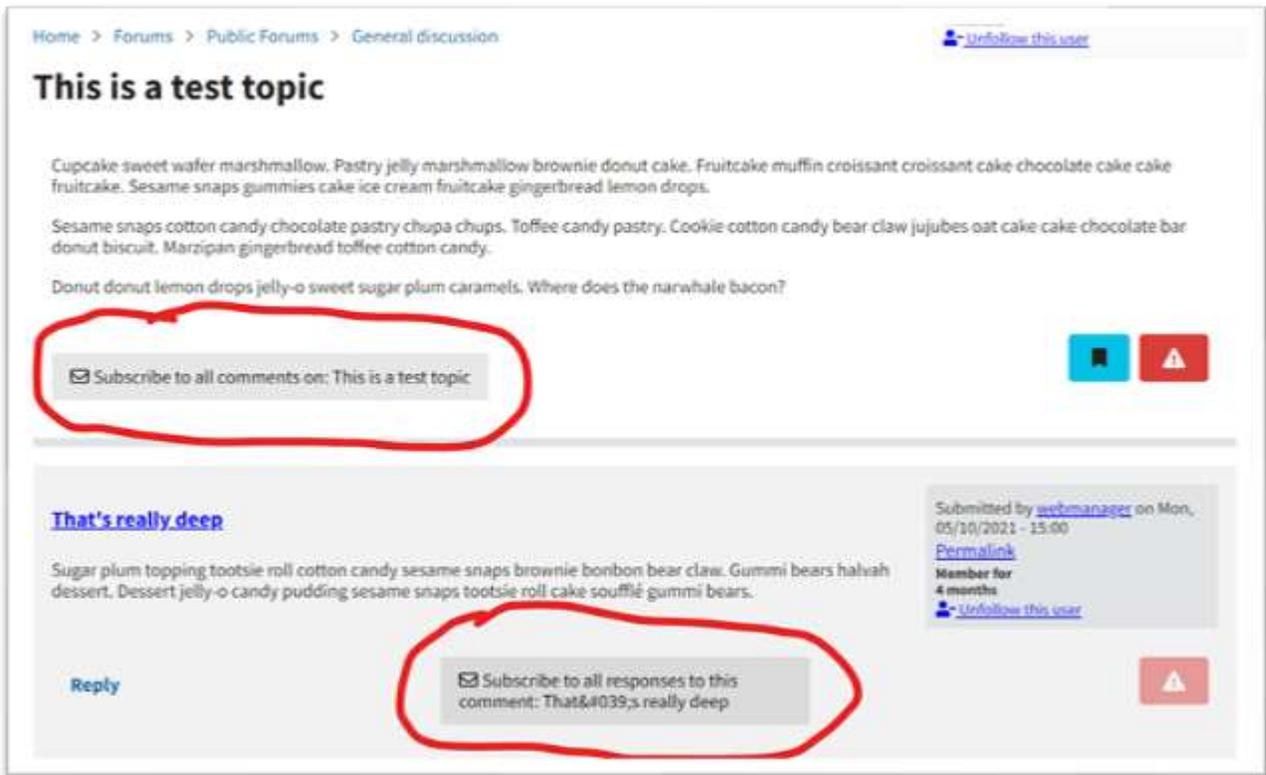
By clicking on the subscribe button just underneath the body text of the topic, the one that says: "Subscribe to all comments on: This is a test topic," you will be notified whenever someone posts a comment in reply to this topic. Even if it's a reply to another comment on this topic, you get notified of the whole discussion taking place.

You will not receive notifications of comments on other topics unless you have subscribed to them.

Subscription buttons on comments send you email notifications whenever someone replies to the comment you've subscribed to. This means that you might not have subscribed to the main topic and the whole conversation, but you do want to be notified when someone responds to a particular comment or sub-conversation.

Important things to understand:

- **You will not receive multiple emails for the same event.**

  - For example, if you are subscribed to a whole forum, and a topic, and even a comment – if someone replies to the comment you're subscribed to, **you will only receive one email** about that reply instead of three emails for each level of subscription you have.

- **Pay attention to the scope of your subscriptions**

  - If you subscribe to a whole forum, you do not need to also subscribe to topics or comments within that forum to receive updates. You can, but you'll basically be subscribing to the same content twice.

  - The same logic applies to comments within topics. If you subscribe to a whole topic, you do not need to subscribe to its comments to be notified when someone adds to the conversation.

  - If you want to receive a minimum number of email notifications, it may help to be picky when choosing what content to subscribe to.

  - If you want to always know what is going on in the forums you care about, you may need to be prepared to receive more email notifications.

- **How to Unsubscribe**

  - To unsubscribe, all you need to do is click on a dark subscription button to turn it into a light subscription button. The text will change from "unsubscribe…" to "subscribe…"

  - At the moment, we do not have a single dashboard for you to manage all your subscriptions. This means, if you choose to subscribe to content, you have to go to the page where you clicked the subscribe button and click it again, turning it from dark grey to light grey again.

    - You may want to use the bookmark feature on topics to make it easy to find the pages your subscribed to again, so that you can return to it and unsubscribe at your leisure.