

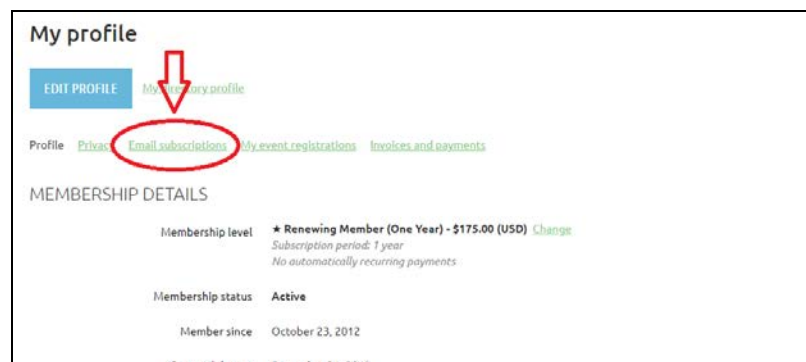


## Managing Your NRWA Email Settings

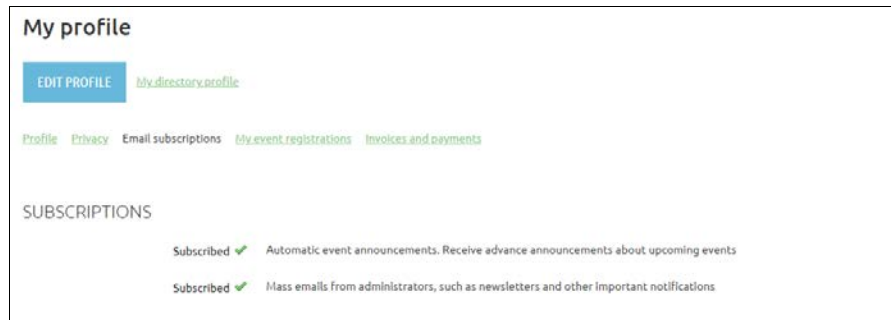
1. Navigate to the NRWA site (thenrwa.com) and log in to your account.
2. Click on your Profile Manager (the blue icon in the upper right corner), and select “View Profile”.



3. Select the “Email Subscriptions” tab, and then select the blue “Edit Profile” button.



4. Check or uncheck the boxes to subscribe or unsubscribe from NRWA mailings.



### **E-Mail Subscription Details:**

- “Automatic event announcements” are emails related to specific events, such as monthly webinars, annual conferences, and multi-session training courses.
- “Mass emails from administrators” are emails such as our monthly Connections newsletter and our weekly Midweek Memo.
- System/workflow emails are unaffected by email subscriptions; these include event registration confirmation and invoice emails, membership renewal reminders, and other emails generated by the NRWA system.
- Note: Some member profiles may show listings for “Forum Subscriptions” below the email subscriptions. Forum subscriptions refer to the Member Marketplace, and allow the members who use it to subscribe/unsubscribe from forum updates and control the frequency of those updates. Further details on the Member Marketplace are available in the Member Portal.

5. Click “Save” to save your changes.