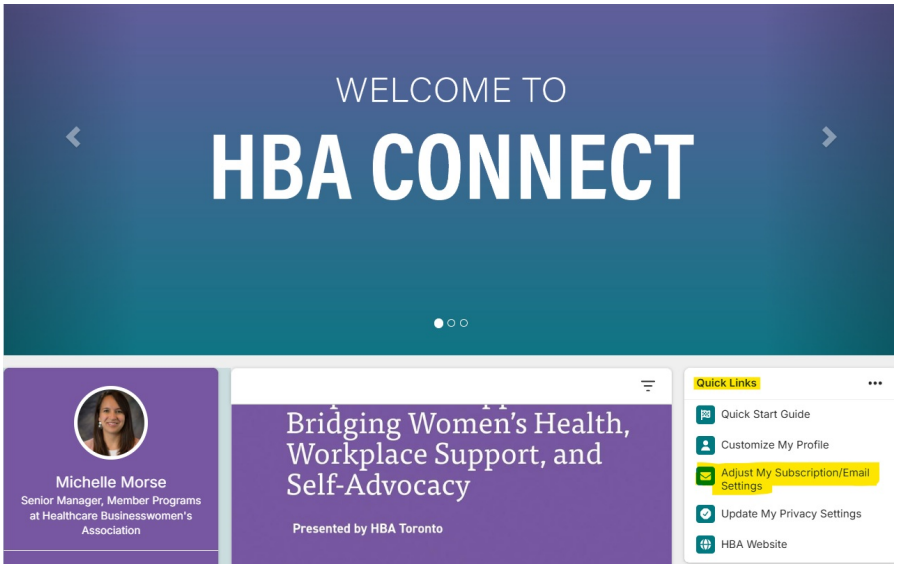
Changing the frequency of emails sent from the HBA Community

Last Modified on 05/10/2026 4:57 pm EDT

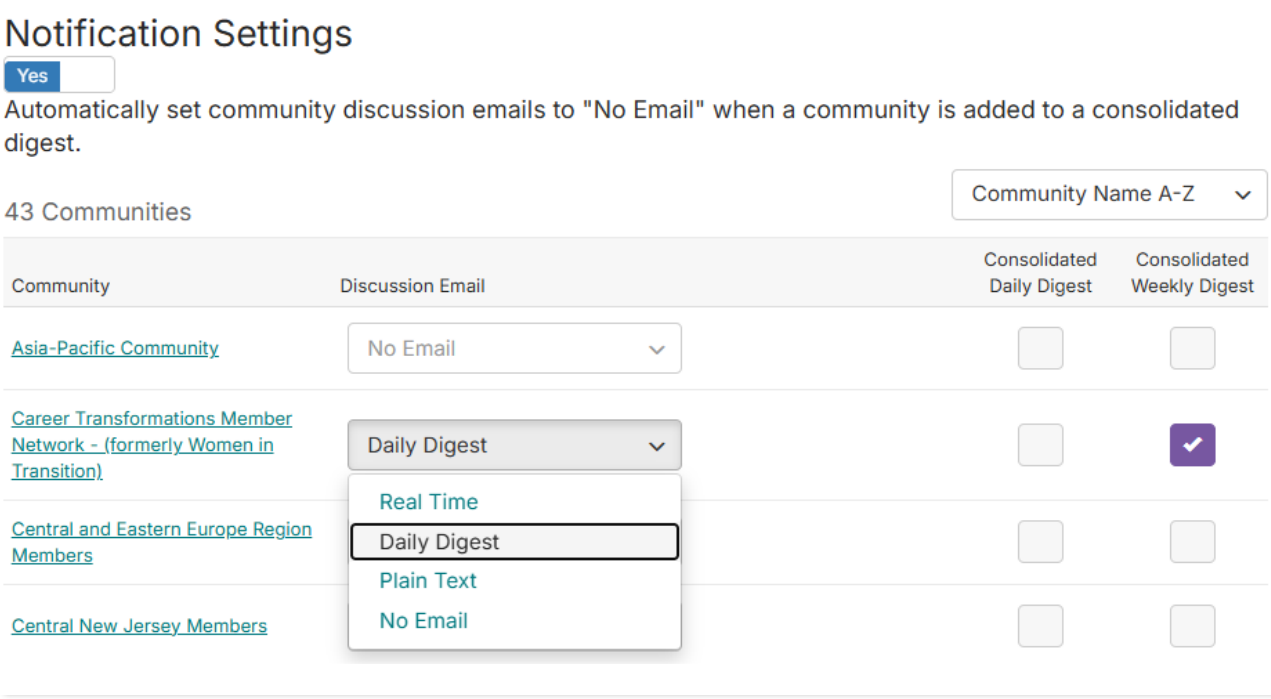
1. Go to “**Quick Links**” and click on "**Adjust My Subscription/Email Settings**”.



2. Scroll down to “**Notification Settings**” on this page, you'll see an option in the dropdown for Real Time, Daily Digest, Plain Text, or No Email (see below for descriptions of these choices). You will also see a checkbox for Consolidate Weekly Digest. Select your preferences and they will automatically save.

- If you would just like Weekly Digests, you can choose No Email and check Consolidated Weekly Digests

For each discussion, you have the following delivery options:

- Real time: sends an email every time a new message is posted
- Daily digest: sends one email to you each day, consolidating all of the posts from the previous day
- Plain text: sends real-time text versions of the posts, which are compatible with Blackberries and most other handheld devices. This option also allows you to reply without logging into a web browser, but it does NOT allow you to include attachments with your post.
- No Email: allows you to be part of the group without having emails sent to you. You can

still post and read others' messages by logging into the community site.