



How-To Guide - Updating your Discussion Lists Preferences

All users can manage their Section Discussion List subscriptions notifications. At the footer of each Discussion List email there is a “Manage your subscription” link.

There are five different subscription type settings:

1. **Immediate Email** – This option will send you any discussion list posts directly to your email account as soon as they are received.
2. **Immediate Digest with links** – This option will send directly to your email account the first 100 characters of any discussion list posts as soon as they are received. A link to the full post and any attachments will be provided.
3. **Summary Digest (Default Setting)** – This option will send you a summary of posts directly to your email account once per day listing the titles from any discussion list posts received during that day. Links will be provided to view the full forum post within the system.
4. **Full Digest with attachments** – This option will send you a digest directly to your email account once per day with the full text from any discussion list posts received during that day, and all of the attachments from those posts.
5. **Full Digest with links** – This option will send you a digest directly to your email account once per day with the full text from any discussion list posts received during that day, and links to download any of the attachments from those posts.

After selecting a desired notification setting, users should click *OK*. If a change is made, a new window will confirm that the notification settings have been changed.

Notice: *To better reflect the preferences of most faculty, and to avoid clogged email inboxes, AALS has changed the default setting on the Discussion List to the Summary Digest setting February 2021. If you would rather go back to the previous setting of Immediate Email you can do that by simply clicking here and making the change: [Manage your Subscription link here.](#)*

Note: If you have any questions about Section Discussion Lists, please contact sections@aals.org.