How to Manage Email Delivery Schedule

When someone posts to the Open Forum or another GSA Connect Community (e.g. interest group community), members of the community will receive the post via email. The advantage of this is that you can read and respond to the post directly from your email without logging into GSA Connect (see tip sheet and video “How to Reply to a Post” for instructions). The potential disadvantage is that you may think, “I already get too many emails every day.”

It is easy to control how often you receive these type of emails from GSA Connect. You can get them real time, daily, weekly, or not at all. You can also indicate whether you want to receive a consolidation in one email of some or all of the posts from your various communities or receive individual emails for each community. Follow the steps below.

Option #1: Receive individual emails from each community
- Log on to GSA Connect
- Go to your profile
- Click “My Account”
- Select “Community Notifications” on the drop down menu
- Scroll about halfway down the page to “Notifications Settings” where you will see a list of all your communities
- Under the “Discussion Email” column, select your desired delivery schedule for each of your communities (real time, daily digest, no email)

Option #2: Receive daily or weekly consolidated email for all your communities
- Log on to GSA Connect
- Go to your profile
- Click “My Account”
- Select “Community Notifications” on the drop down menu
- Scroll about halfway down the page to “Notifications Settings” where you will see a list of all your communities
- On the right hand side you will see two columns – “Consolidated Daily Digest” and “Consolidated Weekly Digest”
- For each community, determine if you want to receive a daily consolidated email or a weekly consolidated email, then indicate by clicking on the corresponding box next to that community
- If you selected “Consolidated Weekly Email” for any of the communities, you will need to indicate the day of the week you want to receive the consolidated email
- The default day is Sunday; to change to another day, click on the drop down menu under “Weekly Consolidated Community Digest” and select a different day