

Using your FMYI Site: Stoplight Email



Instead of receiving an email alert whenever someone posts something on your site, turn on **Email digest** to receive a summary of activity at a certain time of the day or week!

Manage your email alerts in a particular site:

1. Go to your **Profile** by clicking on your **name** at the top of your screen.
2. On right of your Profile, select **Site email**.
3. Select your preference by clicking the appropriate radio button:
 - **All Email:** You will continue to receive all email alerts in your inbox.
 - **One Email Digest:** Choose when you would like to be emailed a single summary of site activity.
 - **No Email:** You will never receive email alerts from the site.

* Admins can change this for other users on their Profiles or set a default for everyone under the "Admin" tab and the "Configure email options" link.

Check your settings:

- Choose which email address to which you want your emails delivered.
- Click on **Visit your account page** to edit your email address or your **time zone**.
- View your subscribed pages and unsubscribe where needed (This will not remove your access to the page, only email alerts).

Overriding when needed:

1. If you are posting a message on the site, click **email digest** to see which users will receive an alert via digest.
2. Check **Urgent** to have the email alert sent immediately, regardless of users' digest settings.
3. When posted, a red exclamation mark will be placed next to the message's subject to mark it as **Urgent**.

The screenshot illustrates the process of managing email alerts. It is divided into three main sections:

- Profile Page (Top):** A 'Welcome Sarah!' message is circled with a '1'. To the right, a 'Workspace Options' sidebar has 'Site email' circled with a '2'.
- Site email settings (Middle):** A 'Select the perfect amount of email for you' section shows three options: 'All Email' (green smiley, circled with '3'), 'One Email Digest' (yellow smiley), and 'No Email' (red smiley). Below these are radio buttons for delivery times: 'Daily at 3 AM MST', 'Daily at 5 PM MST', 'Mondays at 3 AM MST', and 'Fridays at 5 PM MST'. A dropdown menu shows 'Emails delivered to: sarah@fmyi.com'. A link 'Visit your account page' is circled. Below this, it says 'Your time zone is US Mountain Edit'. At the bottom, a section titled 'You are currently subscribed to receive email alerts from the following pages:' lists 'Al Lausser Paint' and 'Al Smith', each with an 'Unsubscribe' link.
- Urgent Email Options (Bottom):** A 'Send an email alert to the following people:' section has 'Urgent (deliver now, even for those using email digest)' circled with a '1'. Below are checkboxes for users: John Alpha, Peter Gilham-Luginbill (Support Consultant), Evan Moore, Joy Tayler, Seth Tayler, and Justin Yuen. A red exclamation mark icon is circled with a '3'.