

Using the Profile Notifications Tab

One of the most important tools in EPALE is found within your user profile. This is the Notifications tab at the top of your user profile page.

Currently, we recommend that you set your notification settings carefully.

Firstly, you can choose the Delivery of notifications (Yes/No).

View Edit Manage display **Notifications** Scheduled Contact

Overview Pages/Threads Content types Categories Groups

Type	Number
Pages/Threads	0
Content types	0
Categories	0
Groups	0

Note: The counts on this page may differ from the ones on the detail pages for various technical reasons.

-Delivery of notifications

Receive notifications

Yes

No

You can temporarily suspend notifications from being sent, e.g. during a vacation. They will be retained and sent after you reenables notifications.

Save notifications

Settings

Then you can tailor the deeper settings to your needs. We recommend that you tick:

- ‘Auto-subscribe to new content’
- ‘Auto-subscribe to comments’
- ‘Notify poster of own posts’
- ‘Send a notification when an item receives a comment or reply’

These will allow you to see any engagement with your posts and comments and gives you the best chance to build a conversation.

Unfortunately, as these settings are not set automatically, you must make all the changes manually and remember to save the changes on each tab.

Save notifications

▾ Settings

▾ Auto-subscribe

Auto-subscribe to new content
Automatically subscribes you to items that you create.

Auto-subscribe to comments
Automatically subscribes you to items that you comment on (or where you update a comment, if you have that permission).

Auto-subscribe to language

Choose some options

Automatically subscribes you to new content according to the selected language or languages.

Notify poster of own posts
Sends you notifications about your own posts (if you're subscribed).

Digest mode
Merges your notifications into a single email, sent at the interval you specify.

▾ Preferences

Send interval

Daily

The frequency of notifications; it may take longer, but notifications will not be sent more frequently than indicated.

On comments
Sends a notification when an item receives a comment or reply.
Any changes you make here will only apply to newly created subscriptions.

▾ Visibility of controls

Save settings

Adding Groups to Notifications

You can subscribe to notifications for your groups on this page. You can also manage whether you receive any notifications for new comments by ensuring all the necessary boxes are ticked.

View Edit Manage display Notifications Scheduled Contact

Overview Pages/Threads Content types Categories **Groups**

Current subscriptions:

<input checked="" type="checkbox"/> Subscription	Send interval	On comments
<input checked="" type="checkbox"/> Adult learning in the workplace: Building blocks and policy examples	Daily	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> EBSN forum - Creation and Implementation of National Policy for Basic Skills Provision	Daily	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> EPALE Conference 2018	Daily	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Evaluation of European Projects	Daily	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Synergies - Validation of non-formal and informal learning	Daily	<input checked="" type="checkbox"/>

The master checkboxes in the left-most column turn the given subscription on or off. To turn a range of subscriptions on or off, click and Shift-click. Depending on the setup of the site, you may have additional options for active subscriptions.

Save

Further Support

Should you need any further information or guidance on how to make the most out of the notification features, please contact the helpdesk team:

helpdesk@epale-support.eu

For more information, please visit the website:

ec.europa.eu/EPALE

or contact us at:

helpdesk@epale-support.eu

[@EPALE_EU](https://twitter.com/EPALE_EU) 

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