

## Notification Preferences: Setting Up Your Forums, [csi-net.org/chapters](http://csi-net.org/chapters)

Select the forum topics for which you would like to receive automatic e-mail notifications when a new message is posted.

- By selecting the "All" option, you will receive an e-mail notification every time a message reply is posted or a new discussion thread is created.
- Selecting the "None" option will prevent any notifications from being sent when message replies or new discussion threads are posted.
- If you want to receive notifications for only certain discussion threads within the topic, select the "Threads" option and a new window will open allowing you to select what current threads you would like to receive notifications for when a new message reply is posted. You can modify your discussion thread selections at any time by clicking the "Threads" option.

The directions for accessing the forum are as follows:

1. Go to the CSI homepage at [www.csi-net.org/chapters](http://www.csi-net.org/chapters)
2. Click the "Chapter Faculty Advisor Discussion Forum" link on the right of the chapters page
3. Check out the Chapter Faculty Advisor forum with the following discussion threads:
  - All general sharing and questions
  - Awards
  - Community Engagement
  - Fundraising
  - Getting alumni/professional members involved
  - Initiations
  - Questions for CSI Headquarters
4. Click on the "Preferences" link located to the right of the "Chapter Faculty Advisor" title
5. Read the Notification Preferences overview
6. Scroll down to the Chapter Faculty Advisor section
7. Click the "All" buttons for each of the CFA threads
8. Review the other discussion threads and select any others for which you would like to receive notifications
9. Scroll down to the bottom and be sure the "Notify me for replies to any discussion thread I have posted a message on (any topic or discussion)" is checked
10. Verify your preferred email address
11. Scroll down to the bottom and be sure to "SAVE FORUM PREFERENCES"