## How to Set Your Google Group Notifications to a Daily Digest

## *If you have a Google account:*

- Please use the following link to access your subscription settings for this group: <u>https://groups.google.com/a/librarylinknj.org/g/llnj-members/membership</u>
  - Note: If you are not already logged in, you will be prompted to sign in with the email associated with your group membership.
- By default, you will see 'Each email' option under the 'Subscription' section. Click the down arrow to adjust email delivery preference (*See the picture below*)

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22	My groups	My membership settings		
0	Recent groups			
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20	My membership settings	flimlyu@gmail.com		
		Subscription		
		Choose how you can receive email from groups. Learn more		
		Each email - HERE!		
		Subscribe me to email updates when I post to a conversation		
		Save changes		

- Please select one from the following:
  - **Each email**—Messages are sent individually as they're posted to the group.
  - **Digest**—Up to 25 complete messages are combined into single emails and sent daily.
  - Abridged—Summaries of up to 150 messages are combined into single emails and sent daily.
  - **No email**—Messages from the group are not sent. You will still be able to access the group conversations (posts) via the Google Group's web interface only.
- Once you select your preferred option, the 'Save changes' button at the bottom of the page will be enabled. Be sure to click the button to save your changes.

## If you do NOT have a Google account:

• Please fill out our <u>Website Support Form</u> with your preferred email subscription option, and we will update it for you.