

Editing Your Notification Settings on PYM Connect

1. Log in to PYM Connect:
 - Use your credentials to log in at connect.pym.org.
2. Access your profile settings:
 - In the top-right corner, find the circle containing either your profile picture or the first letter of your name.
 - Select this circle to open a dropdown menu.
3. From the dropdown, choose “My Settings” to populate another dropdown menu.
4. Select "Privacy" from the dropdown menu, be be routed to the Settings page.
5. Navigate to notification settings:
 - Once you’re on the Settings page, there will be options such as Languages, Privacy, Notifications, and Password.
 - Select “Notifications” to start adjusting how you receive general notifications from PYM Connect.
 - The notification settings are organized into rows, each with a dropdown box. The dropdown boxes can be opened by selecting the row or the the upside-down triangle in each heading.
 - These headings include: Activity on PYM Connect, Communications from PYM Connect, Messages and Contact from Other Members, and Updates on My Followed Content.

- Each section will expand when you select the column it, revealing more specific notification settings.

6. Customize your notification preferences:

- Email notifications are the primary way you will be contacted for most settings.
- In each dropdown, you can choose whether or not to receive email notifications for specific actions. To stop receiving a certain type of email, uncheck the box to the right of it.
 - For example, under Activity on PYM Connect, you can choose whether to receive emails when you earn badges.
 - Under Messages and Contact from Other Members, you can choose whether to receive emails when you get direct or private messages.

7. Choose how PYM Connect can contact you (other than email):

- In the Communications from PYM Connect section, there is one additional option titled “PYM Connect can contact me in the following ways:”
- Here, you can choose how PYM Connect reaches out to you for general communications by selecting: Phone, Text messages, Postal communications.
 - You can select any or all the options by checking the corresponding boxes. Otherwise, PYM Connect will only contact you via email.

8. Turn off all notifications (optional):

- If you prefer to stop all notifications, select the box labeled “Turn off all notifications.” This will stop all communications from PYM Connect, including emails, texts, and postal mail.

9. Control community notifications:

- If you belong to specific communities on PYM Connect, above the different rows you will find "Communities" next to "General."
- Select "Communities" and you can manage how often you receive updates for things such as new discussions.
- Choose to receive these updates daily, instantly, weekly, or not at all by selecting your preferred option within the different fields.

10. Turn off all notifications (optional):

- If you prefer to stop all notifications, select the box labeled “Turn off all notifications.” This will stop all communications from PYM Connect, including emails, texts, and postal mail.

11. Save your changes:

- Once you’ve made your selections, scroll to the bottom of the page and select the blue “Save” button to apply your changes.

If you need additional assistance, contact pymconnect.@pym.org.