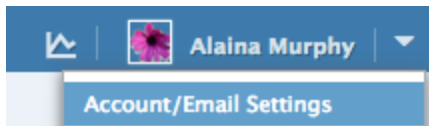




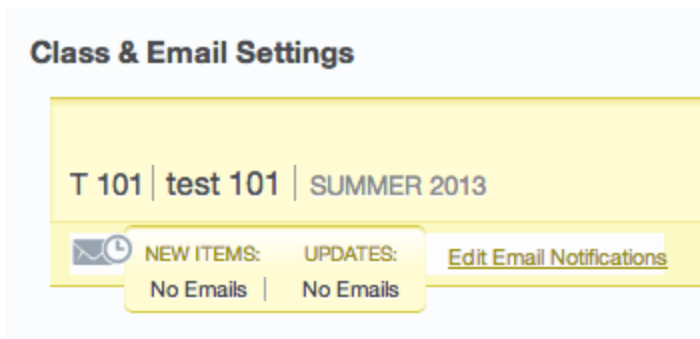
How to Change your Email Notification Settings

(For new posts and updated posts)

1. Click "Account/Email Settings" on the drop-down arrow next to your name

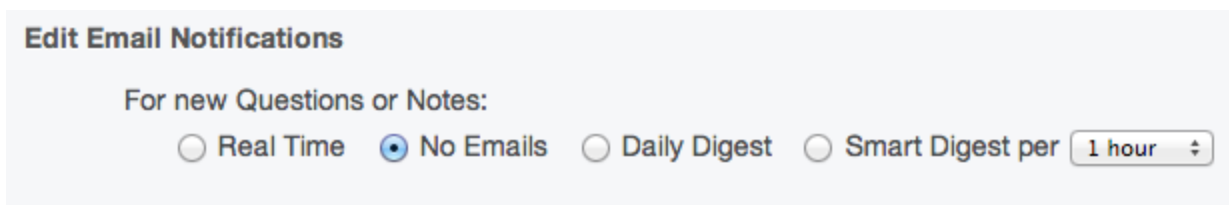


2. Scroll down to "Class & Email Settings" and click "Edit Email Notification Settings" for your class(es):



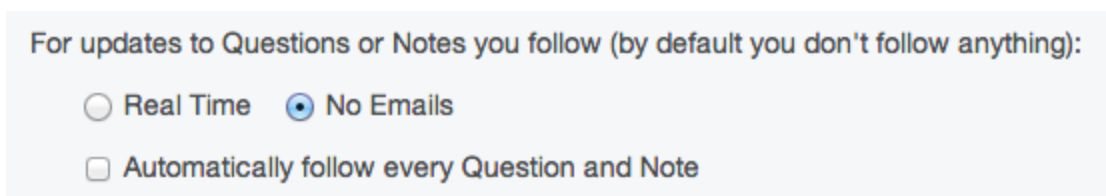
3. There are two options for updating your email notification settings:

3a. For New Questions or Notes:



Editing this section will let you choose how frequently you receive notifications of new content posted on Piazza, including new questions, new notes, or new polls.

3b. For Updates to Questions or Notes you follow:



Editing this section will let you choose whether you receive notifications for updates in real time or not at all. Please note, by default you don't follow anything.

4. Save your settings:



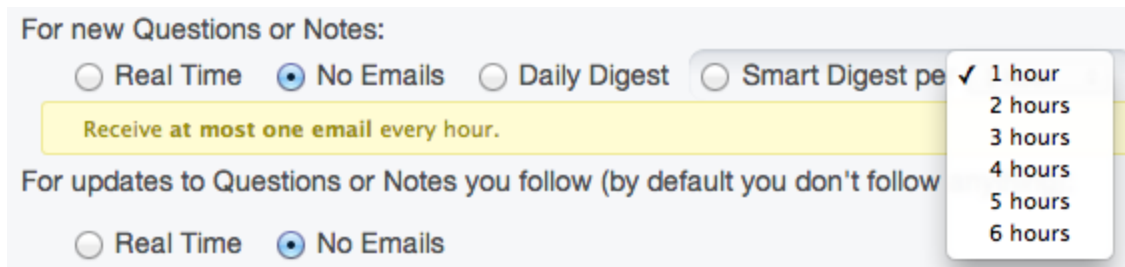
Key of the Different Notification Options:

For both (3a.) new content and (3b.) updated content you follow:

- **Real time:** notifications sent *immediately* after new content is posted, or a post you follow is updated
- **No Emails:** *no notifications* sent for any content posted or updated

For (3a.) new content only:

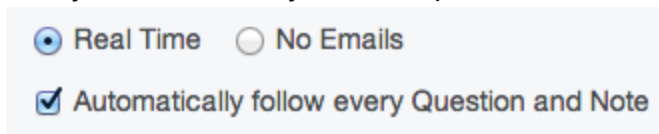
- **Smart Digest:** notifications sent at an *hourly frequency* (from 1-6 hours) for new posts



- **Daily Digest:** notification sent *once a day* summarizing new content in your course

For (3b.) updated content you follow only:

- **Automatically follow every Question and Note:** notifications sent immediately after any content is updated, as you automatically follow all posts



Please keep in mind, you always have the option to edit your email notification settings!