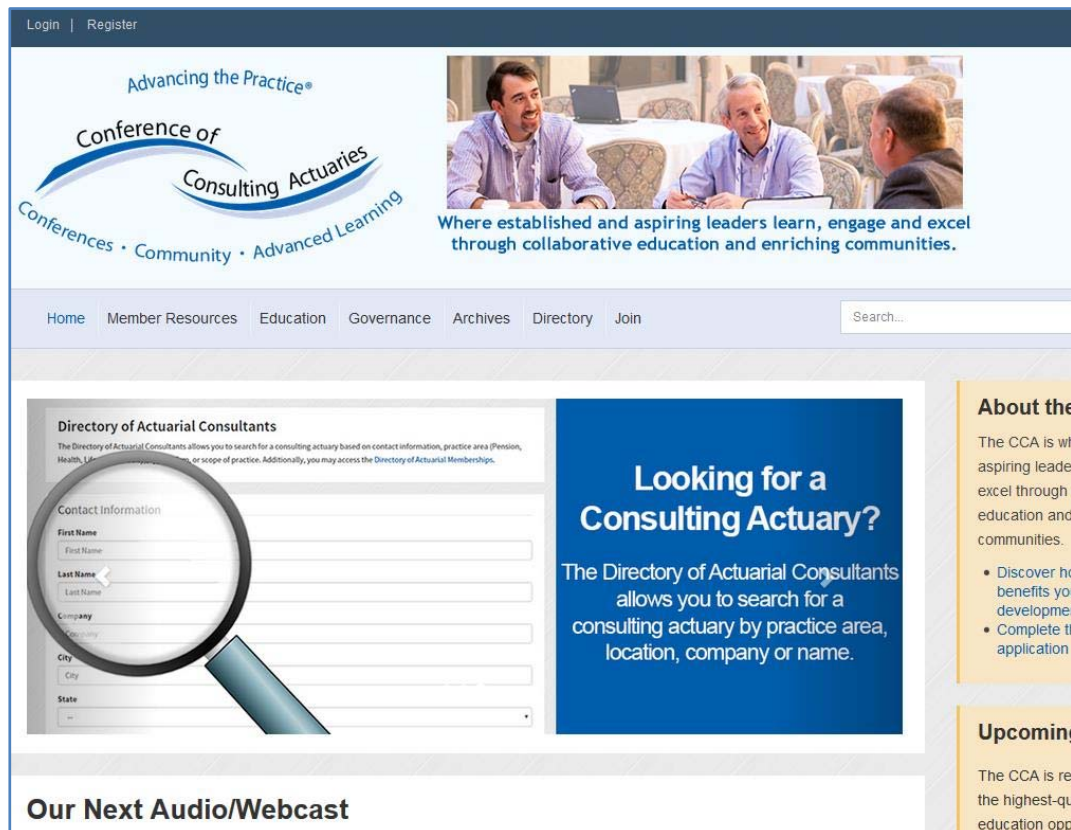


Procedure: Setting Email Preferences on Higher Logic

Getting tired of receiving email from your group on Higher Logic? Change the settings to receive a daily digest rather than real time (as postings occur). Here's how:

1. Login to www.ccactuaries.org with the same email and password as usual.

Note: If you have any difficulty with the password reset function, please email conference@ccactuaries.org or call the CCA office at 847-719-6500 between the hours of 8:30 AM and 4:30 PM CT Monday - Friday. Please do **NOT** create a new email address.



The screenshot shows the homepage of the Conference of Consulting Actuaries. At the top, there is a navigation bar with 'Login' and 'Register' links. Below this is a header section with the organization's logo and tagline 'Advancing the Practice®'. A photograph of three men in a meeting is featured, with the text 'Where established and aspiring leaders learn, engage and excel through collaborative education and enriching communities.' Below the header is a navigation menu with links for 'Home', 'Member Resources', 'Education', 'Governance', 'Archives', 'Directory', and 'Join', along with a search box. The main content area is divided into three columns. The left column features a 'Directory of Actuarial Consultants' search form with fields for 'First Name', 'Last Name', 'Company', 'City', and 'State', and a magnifying glass icon. The middle column has a blue box with the text 'Looking for a Consulting Actuary?' and 'The Directory of Actuarial Consultants allows you to search for a consulting actuary by practice area, location, company or name.' The right column contains 'About the' and 'Upcoming' sections with introductory text and bullet points.

2. The *Home* screen appears. Click **Member Resources** to unroll its menu.

Procedure: Setting Email Preferences on Higher Logic

The screenshot shows the homepage of the Conference of Consulting Actuaries. At the top, there is a navigation bar with 'Logout | Welcome Jane' and social media icons. Below this is a header section with the organization's logo and a photo of three men in a meeting. The main content area features a large banner for 'CCA AUDIO/WEBCASTS' and a sidebar with sections for 'About the CCA' and 'Upcoming Events'. The 'About the CCA' section includes a list of bullet points: 'Discover how CCA membership benefits your professional development' and 'Complete the CCA membership application'. The 'Upcoming Events' section mentions 'The CCA is recognized as having the highest-quality continuing education opportunities'.

3. The **Member Resources** menu selection appears. Click the **CCA Communities Site**.

The screenshot shows a dropdown menu for 'Member Resources'. The menu items are: 'My CCA Account', 'Volunteer Form - Get Involved (PDF)', 'License Fee for Intranet Usage (PDF)', 'CCA Communities and Special Interest Groups (SIGs)', 'CCA Communities Site' (circled in red), 'Member Committees', 'Errors and Omissions Insurance', 'CCA Awards', 'Guidelines for Consulting Actuaries', 'Find Members Interested in Work Product Review Projects', 'Find Members Interested in Working on Joint Projects', and 'Find Members Willing to Serve as Mentors'.

Procedure: Setting Email Preferences on Higher Logic

4. The *Communities* screen appears. Click the community link for which you would like to edit the email settings.

Conference of Consulting Actuaries

COMMUNITIES

Advancing the Practice®

HOME COMMUNITIES ▾ DIRECTORY ▾ EVENTS ▾ HELP

Welcome

Build community and connect with your colleagues.
Enter a place for knowledge exchange, content curation,
idea incubation and professional networking.

Explore →

LATEST DISCUSSIONS

2016 HOLIDAY SCHEDULE
BY: SAMANTHA FEINGLASS, ONE MONTH AGO
POSTED IN: [CCA STAFF](#)
Please find the 2016 Holiday Schedule posted. thanks, ----- Samantha Feinglass Executive Assistant Conference of Consulting Actuaries -----

RE: KELLY FANELLA JOINS CCA STAFF
BY: JOAN BOUGHTON, 22 HOURS AGO

LATEST SHARED FILES

GETTING STARTED WITH HIGHER LOGIC
BY: MATTHEW NONCEK 10 HOURS AGO
POSTED IN: [ANNUAL MEETING PROGRAM COMMITTEE](#)


2016 CCA ANNUAL MEETING - PLANNING MEETING MATERIALS
BY: MATTHEW NONCEK 10 HOURS AGO
POSTED IN: [ANNUAL MEETING PROGRAM COMMITTEE](#)

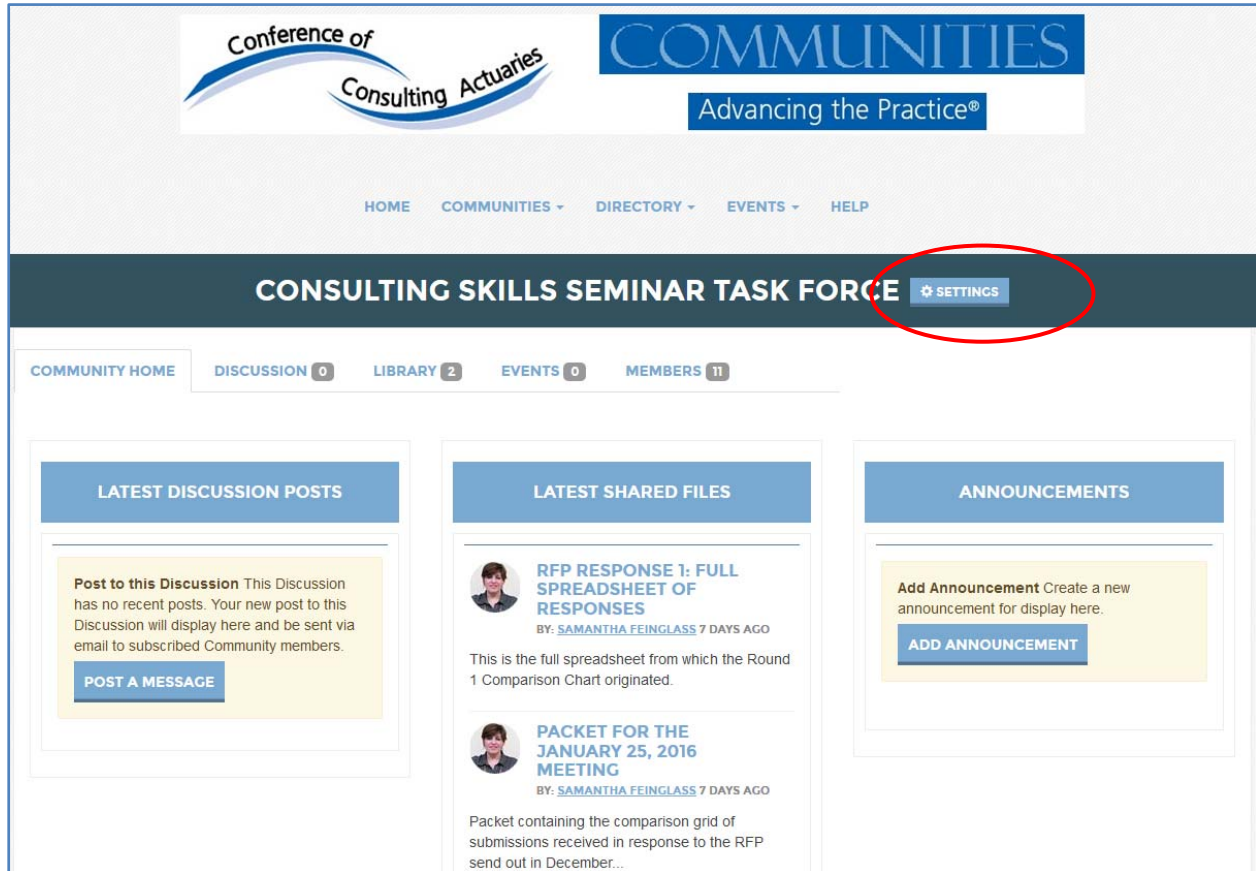
MY COMMUNITIES

COMMITTEE DAILY DIGEST
[CCA Chairs and Liaisons](#)
[CCA Staff](#)

COMMITTEE REAL TIME
[Annual Meeting Program Committee](#)
[Board of Directors](#)
[Consulting Skills Seminar Task Force](#)
[Executive Committee](#)
[Manage Your Communities](#)

Procedure: Setting Email Preferences on Higher Logic

5. The XXX: Home Page window opens. Click the  **Settings** button.



The screenshot shows the Higher Logic community interface for the 'CONSULTING SKILLS SEMINAR TASK FORCE'. At the top, there is a navigation bar with the following items: HOME, COMMUNITIES (with a dropdown arrow), DIRECTORY (with a dropdown arrow), EVENTS (with a dropdown arrow), and HELP. Below this is a dark blue header for the community with the text 'CONSULTING SKILLS SEMINAR TASK FORCE' and a 'SETTINGS' button with a gear icon, which is circled in red. Underneath the header is a sub-navigation bar with 'COMMUNITY HOME', 'DISCUSSION 0', 'LIBRARY 2', 'EVENTS 0', and 'MEMBERS 11'. The main content area is divided into three columns: 'LATEST DISCUSSION POSTS' (with a 'POST A MESSAGE' button), 'LATEST SHARED FILES' (with two entries: 'RFP RESPONSE 1: FULL SPREADSHEET OF RESPONSES' and 'PACKET FOR THE JANUARY 25, 2016 MEETING'), and 'ANNOUNCEMENTS' (with an 'ADD ANNOUNCEMENT' button).

Procedure: Setting Email Preferences on Higher Logic

6. The *Settings* dialog box opens. Click the drop-down arrow on the left of the **REAL TIME** Email button to see the difference regularity of email that may be set.

ADMINISTRATION

- SETTINGS
- ADDITIONAL HTML
- CONTENT
- MEMBERS
- REPORTS
- EMAIL COMMUNITY
- MEMBERS

EVENTS

- MANAGE EVENTS

VOLUNTEER

- MANAGE OPPORTUNITIES

STATUS
YOU ARE CURRENTLY A MEMBER:

EMAIL NOTIFICATIONS
SFEINGLASS@CCACTUARIES.ORG [CHANGE](#)

REAL TIME ▾

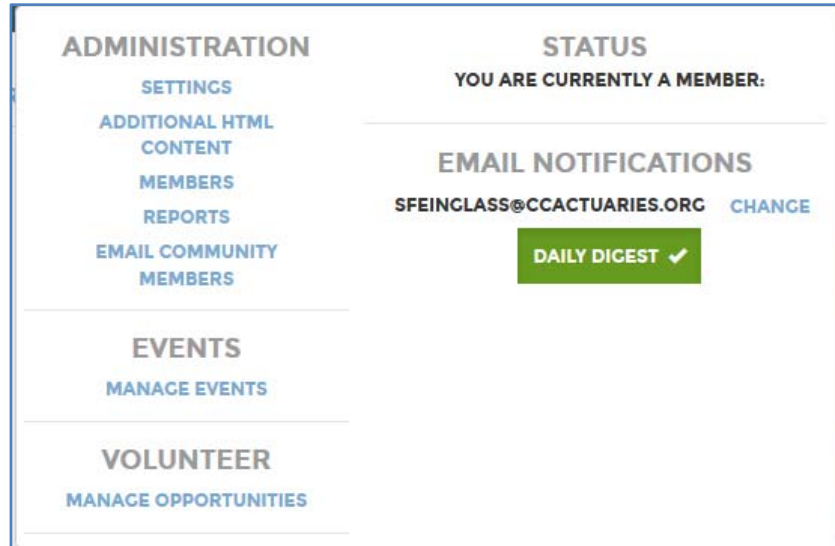
7. The available selections for email regularity are displayed. Select **Daily Digest** to receive a single email that captures all the activity for the day.

REAL TIME ▾


- REAL TIME**
- DAILY DIGEST**
- NO EMAIL**

Procedure: Setting Email Preferences on Higher Logic

- The *Settings* dialog box re-opens and the email notifications box has turned green. This indicates that you have successfully changed your email notification from real time (as soon as a posting is made) to daily digest (a single email at end of day recording all postings that day.)



- The *Settings* dialog box disappears as soon as you click off of it. The changes you've made take place within an hour and can be changed as desired. You can switch to no mail when you're on vacation and then back to real time or daily digest when you return.

As always, if you have any difficulties with Higher Logic, you can click the  **Help** button in the banner of the screen or email us at conference@ccactuaries.org or call us at 847-719-6500 and we'll be happy to help