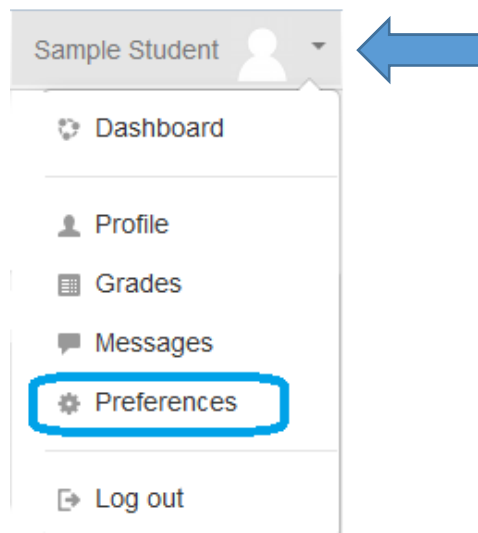


Subscribing and Unsubscribing to Discussion Forums

When you submit a post in the course discussion forum, you are automatically subscribed to it. You will receive auto-generated e-mail messages each time that one of your colleagues posts in the forum.

If you do not wish to receive an auto-generated e-mail message each time that one of your colleagues posts in a course discussion forum, follow these steps to edit the feature in your Moodle profile.

- 1) After logging in at www.escelearning.org, click on **the dropdown arrow located to the right of your name**. Next, click on **Preferences**.



- 2) Click on **Forum Preferences** in the User Account section.



Preferences


User account



- [Edit profile](#)
- [Change password](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
- [Messaging](#)


- 3) In the **Forum Auto-Subscribe** field, click on the dropdown arrow to the right of “Yes, when I post subscribe me to that forum.” Choose “**No, don’t automatically subscribe me to forum discussions**” by clicking on the statement.

Forum preferences

Email digest type  No digest (single email per forum post) 

Forum auto-subscribe Yes: when I post, subscribe me to that forum discussion 

Forum tracking Yes: when I post, subscribe me to that forum discussion 
No: don't keep track of posts I have seen 



Save changes **Cancel**

- 4) Click on the **Save Changes** button.

