

**Subscribe to  
Forums, Topics,  
and Set Digest  
Preferences**

**Step 1: Update Email Preferences**

**Step 2: Subscribe to Forum Titles, Posts, and Replies to Posts; Set Digest**

# Step 1a: Navigate to Account + Settings

The screenshot displays the CSHEMA Connect user interface. At the top left is the CSHEMA logo. The main navigation bar includes links for My Feed, My Profile, Member Directory, Job Board, Training & Events, and Networking. A dropdown menu is open under the 'Welcome, James Fleetwood' header, showing options for Account + Settings, Invoices, and Sign Out. An orange arrow points from a blue callout box to the 'Account + Settings' option. The main content area shows a post by James Fleetwood with a 'Post' button. On the right, there are sidebars for 'My Engagement' (Frequent Contributor) and 'Leading Contributors'.

CSHEMA

Welcome, James Fleetwood

My Feed My Profile Member Directory Job Board Training & Events Networking

Account + Settings  
Invoices  
Sign Out

Add Photos

What's going on today?

Post

**James Fleetwood**  
Yesterday at 11:45 am

Creating a CSHEMA Connect full users guide today! BOLO!!!!

Like

Write a comment...

**My Engagement**

Frequent Contributor

Increase your engagement by posting to the feed, commenting on, liking or sharing a post.

**Leading Contributors**

You rank in the **top 1%**  
**#12** out of 6,830

1 **James Crandall**

Select Welcome \*Your Name\* to  
Access the Menu and Select  
Account + Settings

# Step 1b: Update Email Communications within Profile

The screenshot shows the CSHEMA user interface. At the top left is the CSHEMA logo. The top right shows a user profile for James Fleetwood with a welcome message, a notification bell, and a search bar. Below this is a dark red navigation bar with links for My Feed, My Profile, Member Directory, Job Board, Training & Events, Networking, CSHEMA Café, and Communities of Practice. The main content area has a left sidebar with 'Profile' and 'About' tabs, and a 'Profile Completeness' bar at 100%. The 'Account Information' section includes fields for URL, Username, Password, E-Mail Address, and Confirm E-Mail. The 'Email Preference' field has a link to 'Manage Email Preferences'. A blue callout box with an arrow points to this link.

**CSHEMA**

Welcome, James Fleetwood

Search...

My Feed My Profile Member Directory Job Board Training & Events Networking CSHEMA Café Communities of Practice

**Profile** > **About**

Information & Settings  
Payments & History  
Content & Features  
Professional Development

**Profile Completeness**  
100%

**Account Information**

|                       |   |
|-----------------------|---|
| Your Personalized URL | (create a personalized url)                         |
| Username              | jfleetwood@eng.ufl.edu (change)                     |
| Password              | (change)  |
| E-Mail Address *      | <input type="text" value="jfleetwood@eng.ufl.edu"/> |
| Confirm E-Mail *      | <input type="text" value="jfleetwood@eng.ufl.edu"/> |
| Email Preference      | Manage Email Preferences                            |

Select Manage Email Preferences to Sign Up For Email Communications

# Step 1c: Update Email Communication Preferences

CSHEMA

Welcome, James Fleetwood

Search...

My Feed My Profile Member Directory

Profile

Information & Settings

Payments & History

Content & Features

Professional Development

Campus Safety Health & Environmental Management Association (CSHEMA) Community - Go... members.cshema.org/members/EmailOptPreferences.aspx?p=1

### Email Communication Preferences

Check each email category in which you would like to receive community emails at [jfleetwood@eng.ufl.edu](mailto:jfleetwood@eng.ufl.edu).

- General Correspondence -
- Group Correspondence -

SAVE PREFERENCES

Ensure Both Categories Are Selected to Stay Up to Date

Email Preference Manage Email Preferences

# Step 1d: Navigate to Info and Settings Tab within Account + Settings



Welcome, James Fleetwood



Search...

- My Feed
- My Profile
- Member Directory
- Job Board
- Training & Events
- Networking
- CSHEMA Café
- Communities of Practice

Profile

**Information & Settings**

Payments & History

Content & Features

Professional Development

**Preferences** | Forum Settings | Blog Subscriptions | Referrals | Manage Connections

Customize your member profile options using the form below. Checking the box next to the preference turns the preference "on."

| On/Off                              | Category      | Description   |
|-------------------------------------|---------------|---|
| <input checked="" type="checkbox"/> | Career Center | Email me when someone applies for an opening I have posted        |
| <input checked="" type="checkbox"/> | Community     | Email me when a community event is added                          |
| <input checked="" type="checkbox"/> | Connections   | Allow other members to view my connections                        |
| <input checked="" type="checkbox"/> | Connections   | Email me when I receive a connection invite                       |
| <input type="checkbox"/>            | Connections   | Email me when one of my connections updates their profile *       |
| <input type="checkbox"/>            | Connections   | Email me when one of my connections uploads a new photo *         |
| <input checked="" type="checkbox"/> | Favorites     | Share my favorites with other people who can see my profile       |
| <input checked="" type="checkbox"/> | Groups        | Email me when an event is added to a group of which I am a member |
| <input type="checkbox"/>            | Groups        | Email me when someone in one of my groups updates their profile * |

Select Info & Settings and View the Preferences Tab

Select Your Preferences for What Triggers an Email

Digest and Email Frequency Options Are at the Bottom of This Page. **\*\*\*SCROLL DOWN\*\*\***

# Step 1e: Update Time Zone, Digest, and Frequency of Digest

Choose your time zone preference to ensure timely delivery of your digest emails.

(GMT -5:00) Eastern Time (US & Canada), Bogo ▼

Select Your Time Zone

| Subscribe                           | Newsletter     |
|-------------------------------------|----------------|
| <input checked="" type="checkbox"/> | Forum Digest   |
| <input checked="" type="checkbox"/> | Group Digest   |
| <input checked="" type="checkbox"/> | Daily Updates  |
| <input checked="" type="checkbox"/> | Weekly Updates |

Select Your Preferences for Email Updates and Frequency

Save My Settings Cancel

Select Save My Settings to Confirm Your Preferences

# Step 2a: Subscribe to the CSHEMA Cafe Forum to Receive an Email When New Topics Are Posted

The screenshot shows the CSHEMA website interface. At the top left is the CSHEMA logo. The top right shows a user profile for James Fleetwood, a search bar, and a notification bell. A dark red navigation bar contains the following items: My Feed, My Profile, Member Directory, Job Board, Training & Events, Networking, CSHEMA Café, and Communities of Practice. Below this is the 'Community Forums' section, which includes a 'CSHEMA Cafe' forum. A search bar and a 'New Topic' button are visible. A 'Forum Actions' dropdown menu is open, showing options: 'Subscribe to Instant Updates', 'My Subscriptions & Settings', and 'RSS'. A blue callout box with white text points to the 'Subscribe to Instant Updates' option, stating: 'Subscribe to the CSHEMA Cafe Forums by Selecting Forum Actions and Then Selecting Subscribe to Instant Updates. This will provide Instant Updates Unless Your Preferences are Set to a Digest'. Another blue callout box with white text points to the 'CSHEMA Café' menu item, stating: 'Select CSHEMA Cafe to Navigate to the Cafe Forum'. Below the forum actions, a list of forum topics is visible, including 'Getting started at the CSHEMA Cafe' and 'Chemical segregation for safe storage'.

CSHEMA

Welcome, James Fleetwood

Search...

My Feed My Profile Member Directory Job Board Training & Events Networking CSHEMA Café Communities of Practice

Community Forums

CSHEMA Cafe

Forum Index » CSHEMA Cafe

+ New Topic

Search Forums...

Topics

Forum Actions

- Subscribe to Instant Updates
- My Subscriptions & Settings
- RSS

Getting started at the CSHEMA Cafe 1 CSHEMA daily emails from CSHEMA so we... by S. Speed Friday, September 6, 2024

Chemical segregation for safe storage 5 C. Baker We use Flinn... by C. McMillin Friday, September 20, 2024

Subscribe to the CSHEMA Cafe Forums by Selecting Forum Actions and Then Selecting Subscribe to Instant Updates. This will provide Instant Updates Unless Your Preferences are Set to a Digest

Select CSHEMA Cafe to Navigate to the Cafe Forum

# Step 2b: Subscribe to the Your Reply to Receive an Email When a New Reply is Made to the Topic (CoP Forums and/or Cafe)



Welcome, James Fleetwood ▾



Search...

- My Feed
- My Profile
- Member Directory ▾
- Job Board
- Training & Events
- Networking ▾
- CSHEMA Café ▾
- Communities of Practice

very much!



**A. Dartt**

9/18/2024 at 7:35:27 PM GMT

Posts: 3

I would also work with your Facilities team to start planning for future infrastructure improvements. It may not be able to happen right away, but permanent stations should be considered for long-term planning and budgeting. These can then be systematically added over time.

Angela Dartt, PhD, CIH  
Director, Chemical Safety, EH&S  
University in St. Louis  
8 | mobile: 314-518-8436

Subscribe to Instant Updates to Receive Emails When Users Respond to the Topic

Previous Topic

Next Topic

Type quick reply...

\*\*\*Email Notifications Aren't Provided Unless Instant Notifications is Selected\*\*\*



Subscribe to Instant Updates?

Submit Quick Reply

Reply Using Full Editor

# Step 2c: Subscribe to a COP Forum Title to Receive an Email When a New Topic is Posted



Welcome, James Fleetwood   Search...

- My Feed
- My Profile
- Member Directory
- Job Board
- Training & Events
- Networking
- CSHEMA Café
- Communities of Practice

## Forums - Communities of Practice: Industrial Hygiene

- Directory
- Calendar
- Forums
- Photo Gallery
- Pages

Actions

Navigate to CoPs and Select the Forum of the CoP

### Forums

- My Subscriptions & Settings
- Top Posters

Search Forums...

| Forum Title                      | Topics | Posts |   |
|----------------------------------|--------|-------|---|
| General Discussion               | 7      | 9     |   |
| Gas Alarm Systems and Technology | 2      | 3     |   |
| DCM                              | 3      | 17    | DCM Survey - 1st attempt<br>by A. Dartt<br>21 hours ago |

Each Forum Title Must be Subscribed to Individually. Subscribing to the Forum Title Will Provide Notifications to New Topics Posted Within the Forum Title

# Step 2d: Subscribe to a COP Forum Title to Receive an Email When a New Topic is Posted

The screenshot shows the CSHEMA website interface. At the top left is the CSHEMA logo. The top right shows a user profile for James Fleetwood with a search bar. Below this is a navigation bar with links for My Feed, My Profile, Member Directory, Job Board, Training & Events, Networking, CSHEMA Café, and Communities of Practice. The main content area is titled 'Forums - Communities of Practice: Industrial Hygiene'. It includes a sub-navigation bar with Directory, Calendar, Forums, Photo Gallery, and Pages. A 'General Discussion' forum is selected. A 'Forum Actions' dropdown menu is open, showing options: 'Subscribe to Instant Updates', 'My Subscriptions & Settings', 'RSS', and 'Top Posters'. A blue callout box with an orange border explains the subscription process. Another blue callout box with an orange border provides a note about individual forum subscriptions. The forum list shows 'User guide' and 'Industrial Hygiene CoP' as available topics.

**Subscribe to a Forum Title by Selecting Forum Actions and Then Selecting Subscribe to Instant Updates. This will provide Instant Updates Unless Your Preferences are Set to a Digest**

**\*\*\*Please Note This Action ONLY Subscribes to This Forum Title (General Discussion). Each Forum Title Must be Individually Subscribed to if Available\*\*\***

# Step 2e: Set Digest for Subscribed Forum Titles, Topics, and Replies

Profile

Information & Settings

Payments & History

Content & Features

Preferences

**Forum Settings**

Blog Subscriptions

Referrals

Manage O...

### Forum Subscriptions

You are subscribed to the following forums. You may choose to receive instant updates or a digest sent periodically via email.

| Forum   | Last Activity  | Subscribed | Options  |
|---|----------------|------------|--|
| <b>GROUP: Communities of Practice: Embedded Safety Professionals</b> General Discussion   | 25 minutes ago | 9/24/2024  | <input type="checkbox"/> Unsubscribe from Instant Updates<br><input checked="" type="checkbox"/> Subscribe to Digest |
| <b>GROUP: Communities of Practice: Industrial Hygiene</b> DCM                             | 9/25/2024      | 9/24/2024  | <input type="checkbox"/> Unsubscribe from Instant Updates<br><input checked="" type="checkbox"/> Subscribe to Digest |
| <b>GROUP: Communities of Practice: Laboratory Safety Practices</b> General Discussion     | 9/25/2024      | 9/24/2024  | <input type="checkbox"/> Unsubscribe from Instant Updates<br><input checked="" type="checkbox"/> Subscribe to Digest |
| <b>GROUP: Communities of Practice: Small Colleges and Universities</b> General Discussion | 7/15/2024      | 9/24/2024  | <input type="checkbox"/> Unsubscribe from Instant Updates<br><input checked="" type="checkbox"/> Subscribe to Digest |

You are subscribed to the following forum topics. You will receive instant updates via email whenever new activity occurs within the topic.

| Forum » Topic                             | Last Activity | Subscribed | Options   |
|---|---------------|------------|---|
| CSHEMA Cafe » Silent Auction Items NEEDED | 7/18/2024     | 7/10/2024  | <input type="checkbox"/> Unsubscribe from Instant Updates |

Within Account + Settings select Information & Settings and then Select Forum Settings to Manage Email Notifications From Created Topics, Replies to Topics, and CoP Forums

Subscribe to Digest for This Forum Title

Unsubscribe From CoP/Cafe Forum Titles

Unsubscribe From Topics or Replies