

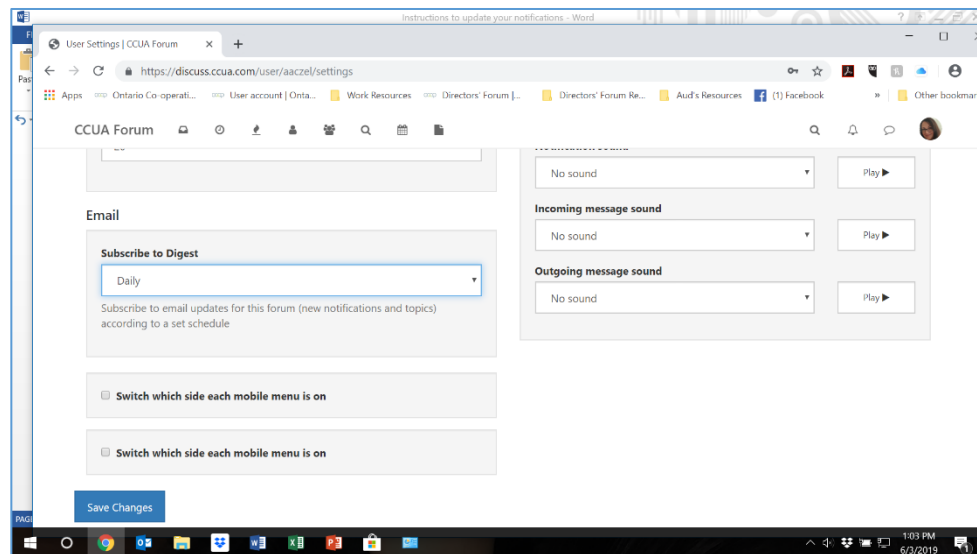
## A few quick updates to your Board Chairs' Network settings...

### 1. Prevent your notifications from going into your spam/junk folder:

- Check your **Junk Email** folder for any notifications you may have received from the Chairs' Network from the following email address: [no-reply@discuss.ccu.com](mailto:no-reply@discuss.ccu.com)
- Change the email to a "safe" one by doing the following:
  - click on your **Junk Email** folder
  - right click the message labeled as Junk and select Junk >> **Not Junk** from the context menu
  - the **Mark as Not Junk** box comes up
  - check **Always Trust email** From no-reply@discuss.ccu.com

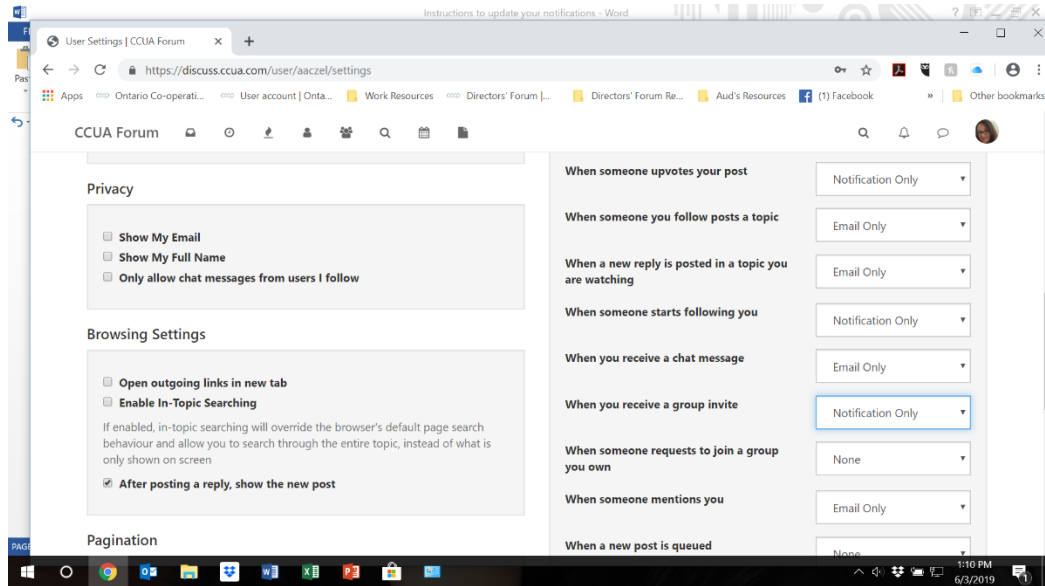
### 2. Change your digest to receive daily notifications:

- Login to the Board Chairs' Network at <https://discuss.ccu.com>
- Click on your profile photo or letter (top right of screen)
- Click on "Settings" in the drop down menu
- Scroll down the page to the **Email** section (left hand side)
- In the **Subscribe to Digest** section, change the "Weekly" setting to "Daily"



### 3. Receive notifications via email:

- On the same screen, scroll up to the **Notifications & Sounds** section (right hand side)
- Change the “Notification Only” to “Email Only” for the respective sections below



### 4. Save your changes:

- Be sure to click on the **Save Changes** button at the bottom of the screen before exiting!