Training Session Topic #4

4. **How to change my communication preferences in CCB.**

    VIEW TRAINING DOCUMENT:
    https://churchcommunitybuilder.force.com/s/article/How-to-Set-Communication-Preferences

    - Click on your Profile image (or initials) in the top right corner.
    - Click the Actions button.
    - Choose Communication Preferences.
    - Set your communications to your preference (see the screenshots below):

COMMUNICATION SETTINGS FOR STEPHANIE CUTLER

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	*Participate in online conversations as they happen.*	*Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.*	*Even with a mobile phone number, text messages will only be sent if a carrier is selected.* *Mobile Carrier* Boost Mobile *Mobile Phone* (414) 639-5707 *Standard text messaging rates from your carrier may apply.*
Groups I am in	Recommended	Optional	Recommended	Recommended
Divine Redeemer Family and Friends	☑	☐	☐	☑
Bakers	☑	☑	☐	☑
CCB Launch Team	☑	☑	☐	☑

Future Group Defaults
You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Future groups I am added to	Use group default ⌄	Use group default ⌄	Use group default ⌄	Use group default ⌄

Scheduling Communication
These scheduling notifications are usually sent by church leadership or staff.
☑ Recommended I'd like to receive email notifications for scheduling.
☑ Recommended I'd like to receive text notifications for scheduling.

General Church Communication
These emails are usually sent by church leadership or staff.
☑ Recommended I'd like to receive important campus and church-wide emails.

Email Address
You can update your email address.

stephanie.cutler@drlc.org   (Example: you@ccbchurch.com)

If you no longer wish to receive emails from Divine Redeemer Lutheran Church, you can remove your email address. As a result, no one will be able to contact you via email. If you'd like us to have your email address for contact purposes, do not remove your email.

☐ NOT Recommended Completely remove my email address from Divine Redeemer Lutheran Church.