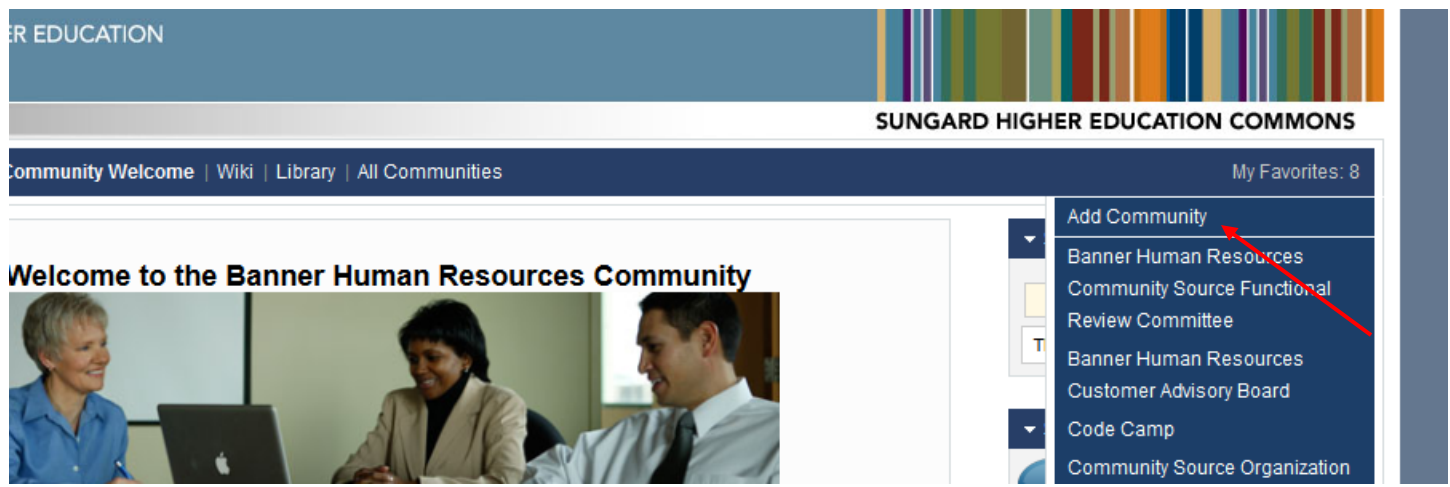
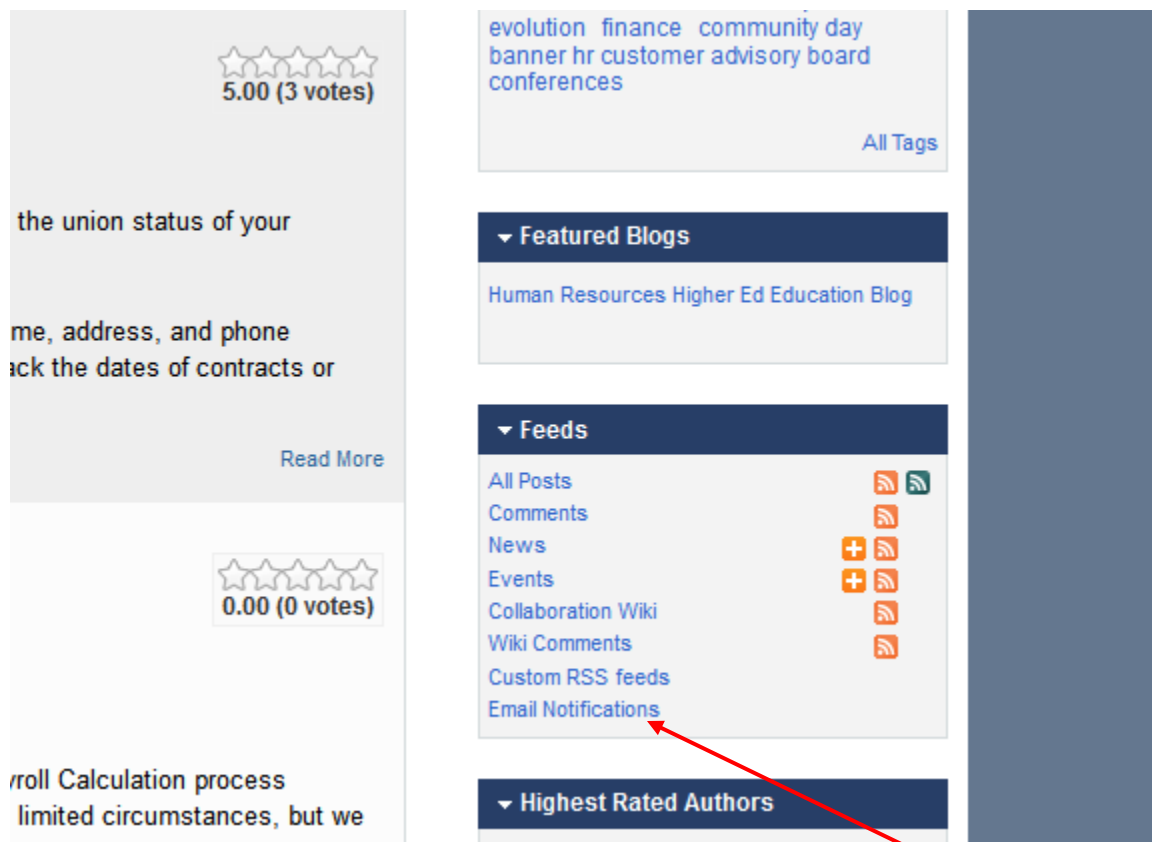


## How to get Notifications for the Human Resources Community

Once you are logged into the Commons, make sure you select the HR community as one of your Favorites. At the top right of the HR Community, there will be an option called “My Favorites.” Click on this and then click “Add Community”. Once added, it shows up in your “My Favorites” list and the “Add Community” will change to say “Remove Community.”



Scroll down the main page of the HR Community and locate the Feeds widget. Click the “Emails Notifications” link.



You'll be brought to a page where you can see the listing of ALL of the Commons communities. At the top is an explanation of each type of Email notification available.

## Email Notifications

[Group Notifications](#)[User Notifications](#)[Daily Digest Settings](#)

**Group Posts** - an email will be sent to you when a new Post is published in this Community.

**Group Comments** - an email is sent to you when a new Comment is written in this Community.

**Post Comments** - an email is sent to you when a new comment is written on a particular Post. You can subscribe for notification on new comments of a Post on the post page by clicking on the "Notify me on new comment" button.

**Wiki documents** - an email is sent to you when Wiki document is written or edited in this community.

**Wiki Document Comments** - an email is sent to you when a new Comment about a Wiki document is written in this Community.

**Documents** - an email is sent to you when a new file document is added in this Community.

**Banner (CommonsBanner)**

All new Group Posts

☒ None ☐ Instant ☐ Daily digest

All new Group Comments

☒ None ☐ Instant ☐ Daily digest

Scroll down to the HR Community (and any of the others you want the notifications for), either select to get the notifications with instantaneous emails or in the daily digest email. If you leave at None, you won't get email notifications.

In the example below, I get a Daily digest email for all post to the HR community and an instant email for the HR Community Source community. After making your selections, you must scroll to the bottom of the page and click SAVE.

### Banner Human Resources (CommonsBannerHR)

All new Group Posts	<input type="radio"/> None	<input type="radio"/> Instant	<input checked="" type="radio"/> Daily digest
All new Group Comments	<input type="radio"/> None	<input type="radio"/> Instant	<input checked="" type="radio"/> Daily digest
All new/updated Wiki Documents	<input type="radio"/> None	<input type="radio"/> Instant	<input checked="" type="radio"/> Daily digest
All new file Documents	<input type="radio"/> None	<input type="radio"/> Instant	<input checked="" type="radio"/> Daily digest
All new Comments to Wiki documents in this Community	<input type="radio"/> None	<input type="radio"/> Instant	<input checked="" type="radio"/> Daily digest

### Banner Human Resources Community Source Functional Review Committee (CommonsCommSourceBannerHRFRC)

All new Group Posts	<input type="radio"/> None	<input checked="" type="radio"/> Instant	<input type="radio"/> Daily digest
All new Group Comments	<input type="radio"/> None	<input checked="" type="radio"/> Instant	<input type="radio"/> Daily digest
All new/updated Wiki Documents	<input type="radio"/> None	<input checked="" type="radio"/> Instant	<input type="radio"/> Daily digest
All new file Documents	<input type="radio"/> None	<input checked="" type="radio"/> Instant	<input type="radio"/> Daily digest
All new Comments to Wiki documents in this Community	<input type="radio"/> None	<input checked="" type="radio"/> Instant	<input type="radio"/> Daily digest

You can also get notified via RSS feed. For instructions on how to set those up, access this article and search for RSS feeds: <http://www.edu1world.org/CommonsForum/wiki/document/1996>