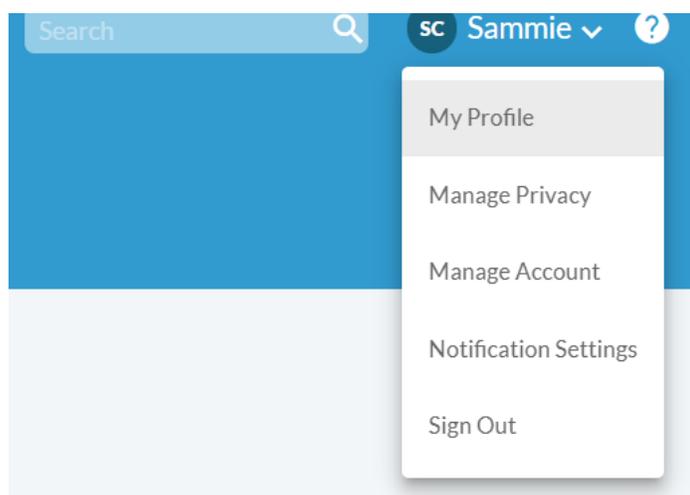




Verifying and updating Profile, Privacy Settings & Notification Settings

It is very important to *update your privacy settings, set your notification settings, and verify that the information we have on file for you is correct.*

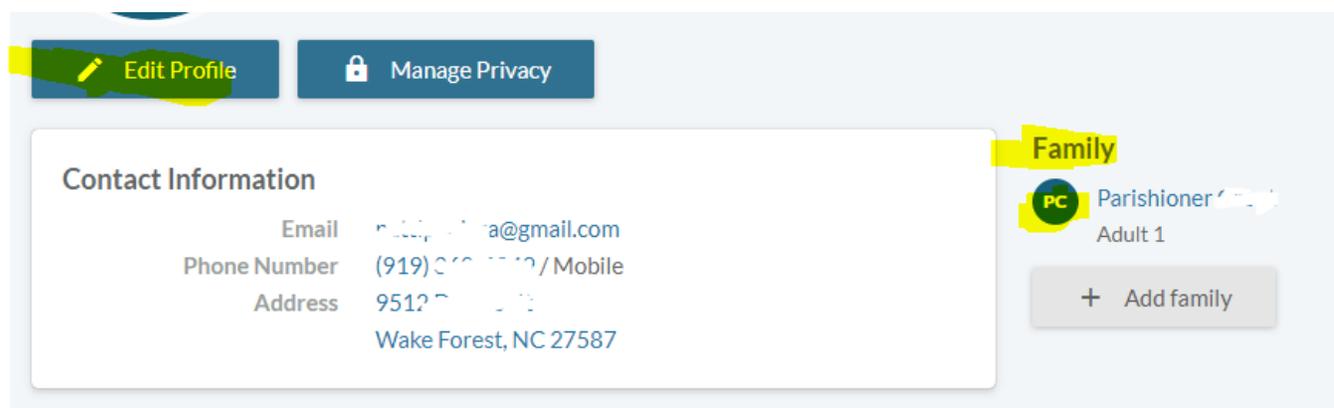
On the top right corner where your name is, use the dropdown menu to select My Profile. From this menu you will also update your account, privacy, and email/notification settings:



Updating your profile

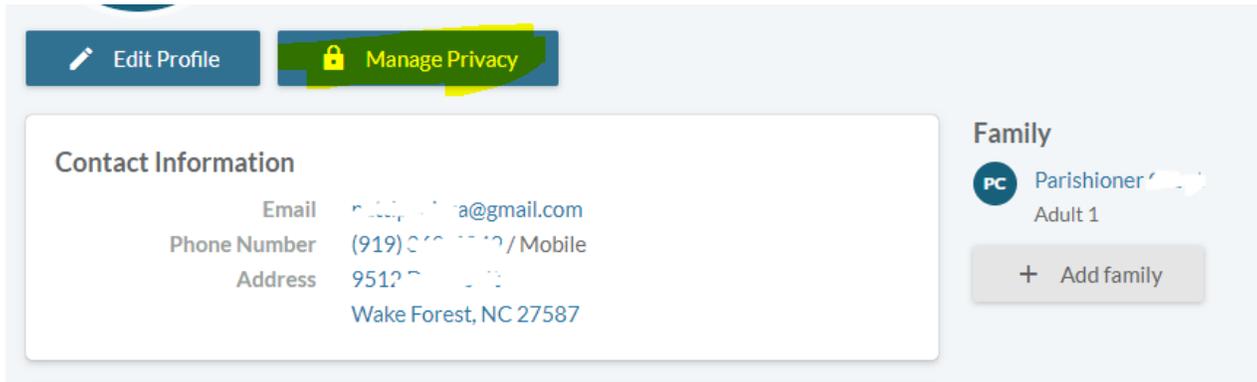
Once selected, verify the information the information for yourself any family members.

If needed, by clicking “Edit Profile” you can update your information. Click on other members of your family to view and/or update their information.



Updating your privacy settings

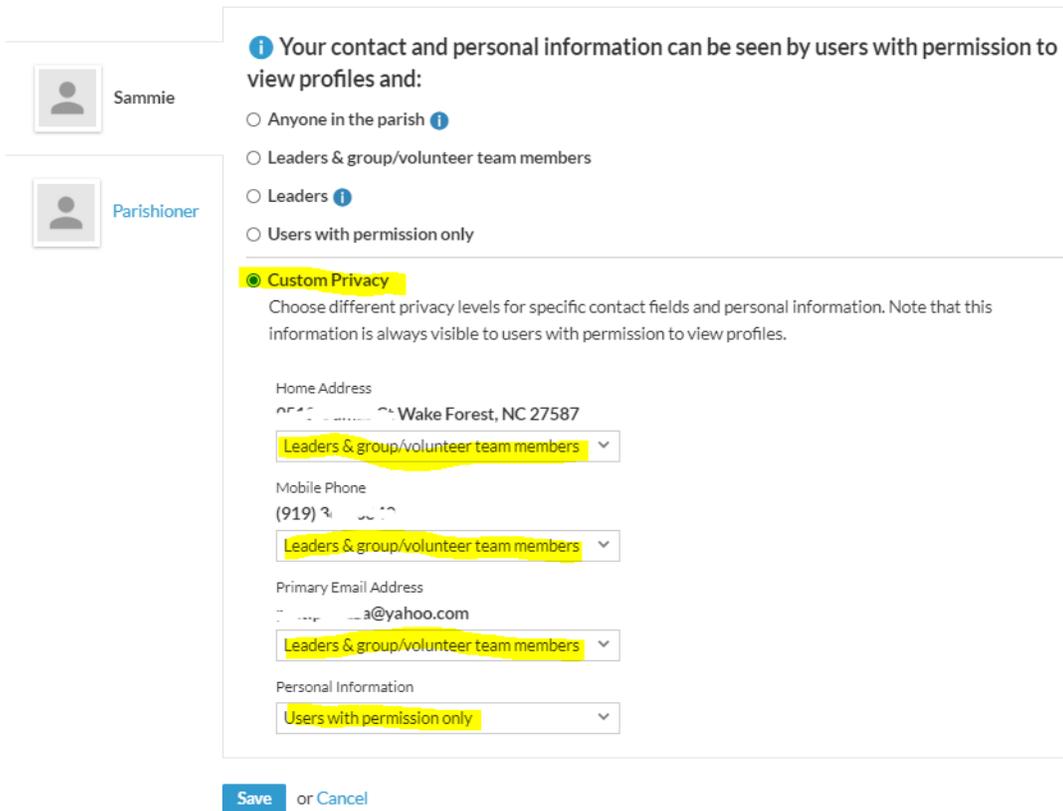
Manage your Account Privacy by clicking “Manage Account Privacy”.



We recommend setting your contact information to “**Leaders & group/volunteer team members**” and personal information to “**Users with Permission only**” (parish staff). Click on “Custom Privacy” and update each of the fields (address, phone, email, personal information).

Manage Account Privacy

Tell us what's ok to share with the parish. Also, group meeting hosts' contact info may be visible, regardless.



Updating your notification settings

Update your Email/Notification settings for the Newsfeed Activity and Inbox Activity (Email) to ensure that you receive the notifications for Groups that you are in. You can make updates for each Group that you are in. If you would prefer to receive only one email per day, turn Newsfeed and Inbox OFF ("-") and turn ON the Daily Digest Email, which will email you once per day – only if there are any notifications.

Notification Settings

Where you receive notifications

EMAIL patti.pozizzo@stfrancisraleigh.org 



Daily Digest Email

Includes highlights from across your groups.

What notifications you receive

St. Francis Of Assisi

Inbox, newsfeed



Email



Inbox activity



Newsfeed activity



[Edit Group Leader Notification Settings](#)

You will only see this if you are a Group Leader