Communication Settings

All emails sent out of Trinity Connect *are sent from the same email engine. If you mark one message as SPAM, ALL emails coming from your church will get marked as SPAM. Please use these communication settings to determine which emails you get instead of marking some as SPAM.*

If you have already marked some emails as SPAM or feel that you are not getting the emails you think you should, please see the article on <u>*White Listing*</u> *to correct the problem.*
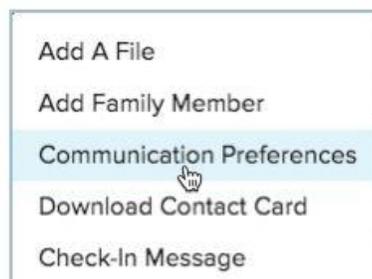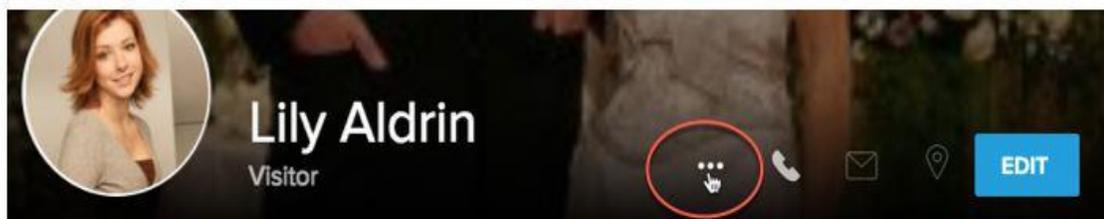
<u>***Important note***</u>*: In order to receive text reminders of when you are scheduled to serve, or text messages from groups you are involved in, make sure you complete the fourth column "Send me text messages from group leaders" in your Communication Settings. Instructions are listed below.*

Overview
You determine what types of communication you receive. The initial default for your communication settings comes from your groups' defaults. Personal communication settings, once customized, will override any Group defaults.

How to Access Your Communication Settings
- ## When Logged In:
  To customize your personal communication settings:

  1. From the homepage, click your profile image at top right corner.
  2. Click the More (ellipses) menu.
  3. Select Communication Preferences from the dropdown menu.

- ## From an Email Link
  To adjust your communication settings from an email link, first click on the "change your preferences" link in the email you received.

This message is from Village at Church Community Builder. Village at Church Community Builder treats your personal information with the utmost care. To report abuse related to this email, please contact our office at (719) 266-2888.

Unsubscribe or change your preferences for receiving emails like this one.

CHURCH COMMUNITY BUILDER

How to Update Your Communication Settings

Make your choices in the top section of the page. Listed here will be all the groups to which you belong, the administrative groups you lead, and four communication options (the columns). Communication options are explained on the next page.

COMMUNICATION SETTINGS FOR SARAH JACKSON

	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
				Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier [Turned off...] Mobile Phone 5235554994 Standard text messaging rates from your carrier may apply.
	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.	
Groups I am in	Recommended	Optional	Recommended	Recommended
Entire Church (All Contacts)	☑	☑	☑	☐
All members of TCC - South	☑	☐	☐	☐
Children's Ministry Volunteers	☐	☐	☐	☐
Homeless Ministry	☑	☑	☑	☐
Host Team	☑	☑	☑	☐
Jones Small Group	☑	☐	☐	☐
Women's Ministry	☑	☐	☐	☐
Women's Study Fall 2013	☑	☐	☐	☐

Send me emails from group participants

First column: allows direct correspondence from Group Leaders or members, such as email notifications of new group messages, event invitations, group mails, and position or needs information. Check these boxes if you wish to receive this type of correspondence from a group. This setting is recommended.

Send comments to me immediately

Second column: determines whether or not you wish to receive an email when a member of the group posts a comment to a message. Check the boxes next to the groups whose comments you want to see. This setting is considered optional.

Send me a weekly summary of group activity

Third column: determines whether or not you wish to receive a weekly summary of any changes made to the group, including new events, comments, files, needs, or positions. Check the boxes next to the groups for which you want to receive this weekly summary. This is a recommended setting.

Send me text messages from group leaders

Last column: allows you to indicate which groups from which you want to receive text messages. Choose your mobile phone carrier from the pulldown menu, verify or add your mobile phone number, and check the boxes for the groups you wish to enable. Remember, standard text messaging rates from your carrier may apply. **This setting is recommended.**

The second section allows you to determine the communication settings for future groups you are added to or join. Your three options are "Use Group Defaults", "Send to Me", and "Don't Send to Me". You may change these choices for each of your own groups individually in the top section of this page.

The last section includes an option to receive general church communication, the ability to quickly update your email address, and an option to completely remove your email address from the database. The general church communication emails are primarily quick emails and mail merges, but also include email invitations to join a group. This setting is recommended.

Once the changes have been made, click Save Settings.

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 ⇕	Do not send to me ⇕

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.

[   ] (Example: you@ccbchurch.com)

If you do not want to receive any more emails from us, you can permanently remove your email address from the database. Removing your email address means no one in this church will be able to contact you via email using this system. If you would like us to have your email address for contact purposes, please do not click this option.

☐ **NOT Recommended** Completely remove my email address from the database.

Cancel or Save Settings