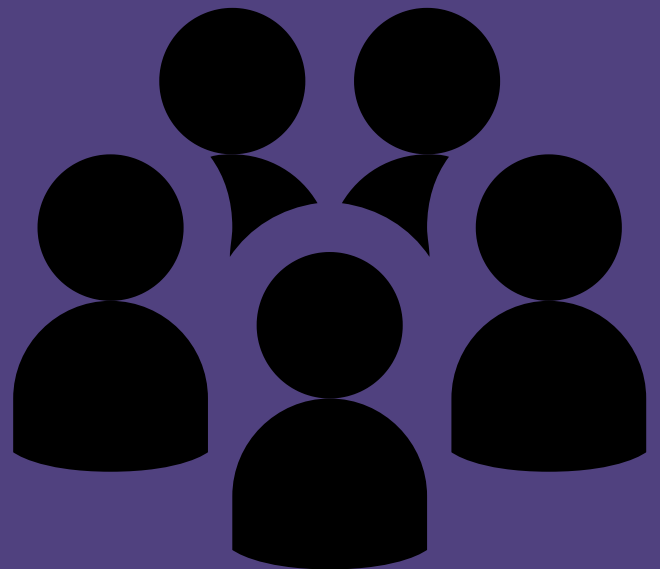


# DIVERSITY ABROAD MEMBERSHIP

## GUIDE TO UPDATING COMMUNICATION PREFERENCES

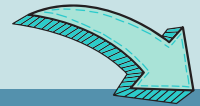


# Updating Communication Preferences



## Step 1

Sign into your account [here](#).

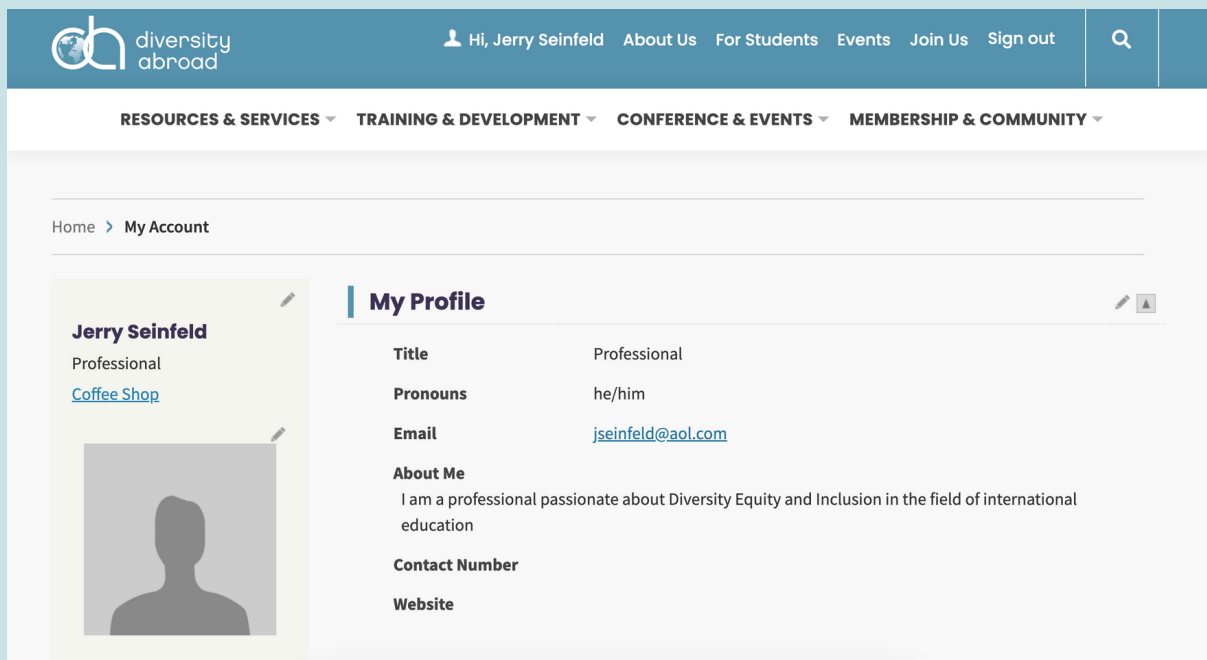


## Step 2

Go to your profile.

- You can find your profile by clicking the hyperlinked text in the top menu bar that says "Hi, YOUR NAME".

 [Hi, Jerry Seinfeld](#) [About Us](#) [For Students](#) [Events](#) [Join Us](#) [Sign out](#)



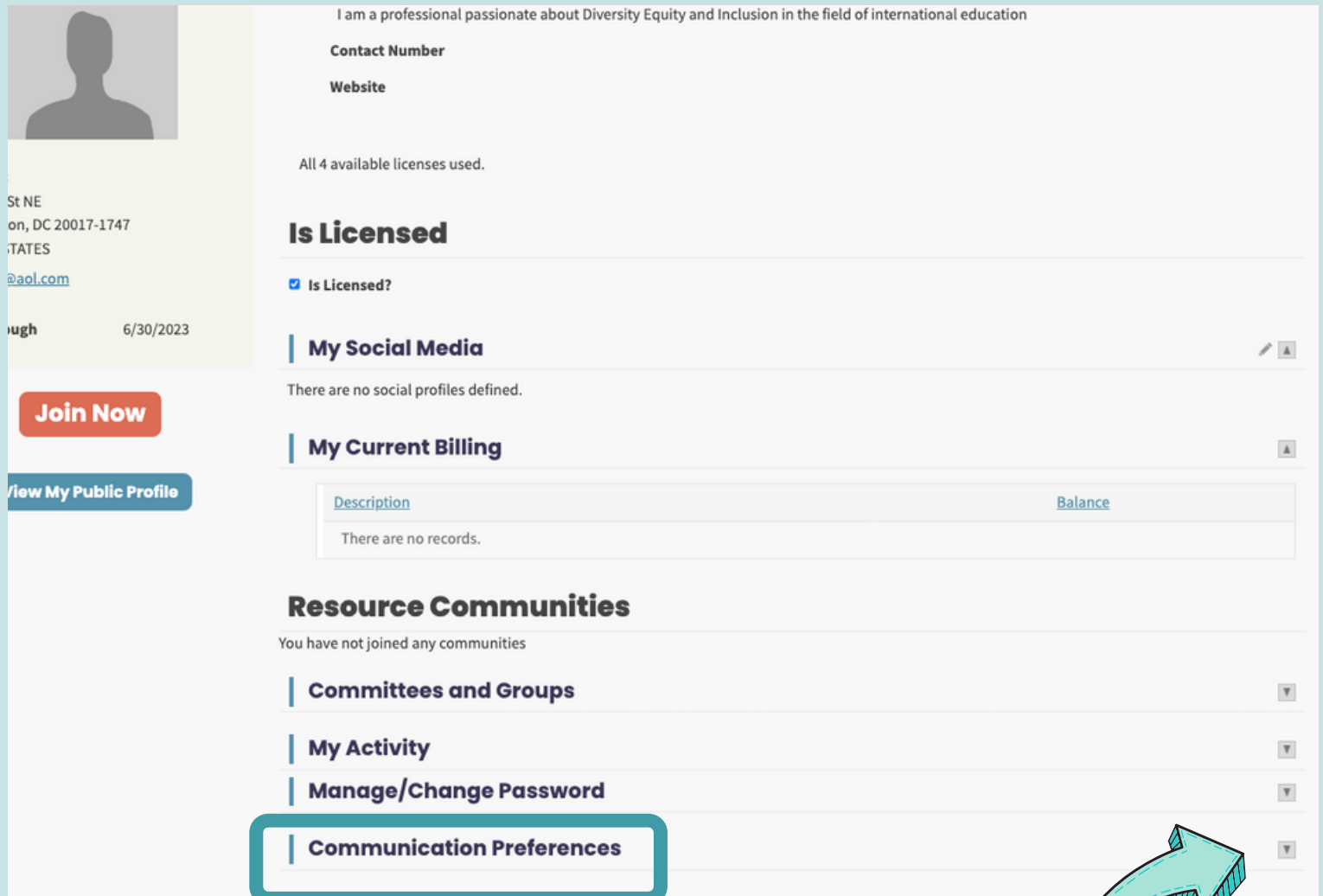
The screenshot shows the user profile page for Jerry Seinfeld. The top navigation bar includes the diversity abroad logo, the user name "Hi, Jerry Seinfeld", and links for "About Us", "For Students", "Events", "Join Us", and "Sign out". Below the navigation bar are four menu categories: "RESOURCES & SERVICES", "TRAINING & DEVELOPMENT", "CONFERENCE & EVENTS", and "MEMBERSHIP & COMMUNITY". The main content area shows the breadcrumb "Home > My Account" and a profile card for Jerry Seinfeld. The profile card includes a name "Jerry Seinfeld", title "Professional", a link to "Coffee Shop", and a placeholder for a profile picture. To the right of the profile card is a "My Profile" section with fields for Title (Professional), Pronouns (he/him), Email (jseinfeld@aol.com), About Me (I am a professional passionate about Diversity Equity and Inclusion in the field of international education), Contact Number, and Website.

# Updating Communication Preferences



## Step 3

Scroll to the bottom of your profile and click on the arrow on the right hand side for the section for "Communication Preferences" in order to open it.



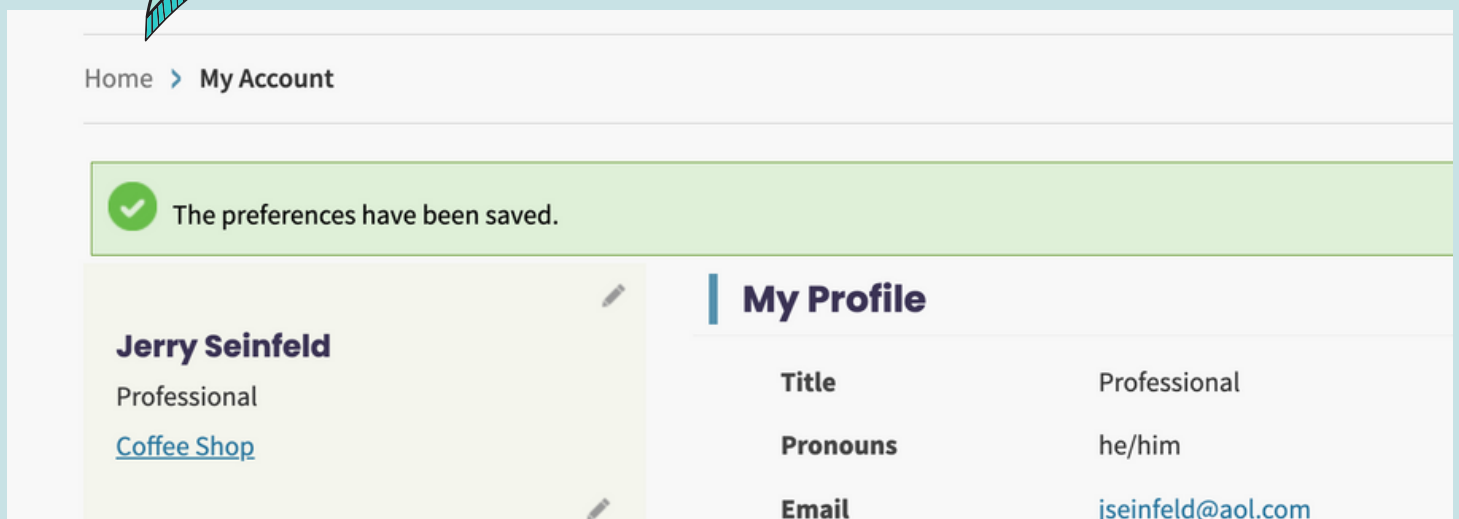
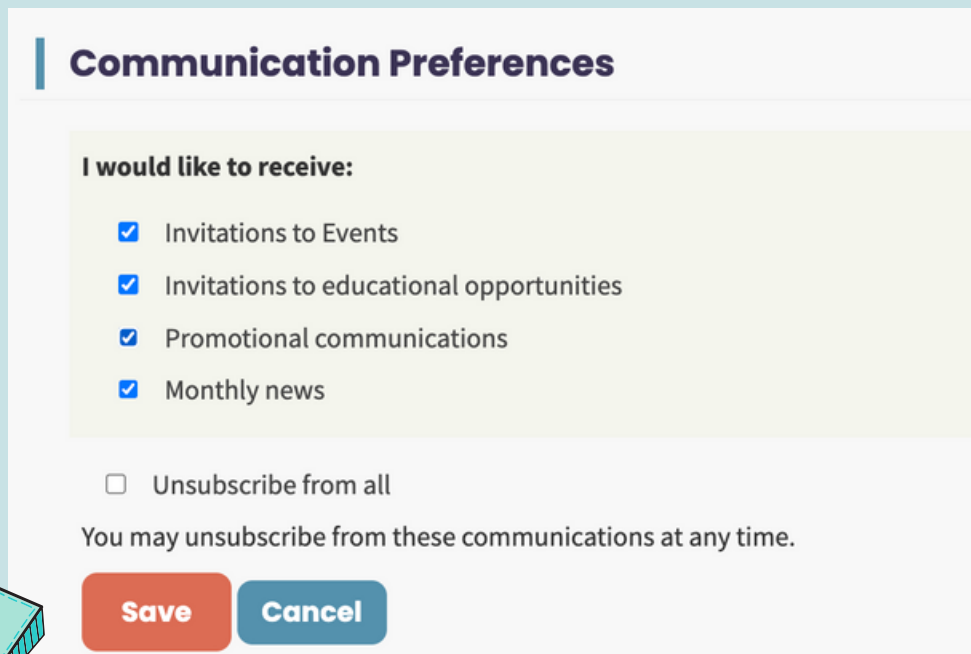
The screenshot shows a user profile page. On the left is a profile card with a placeholder for a profile picture, a bio, and contact information. The main content area on the right has several sections: 'Contact Number', 'Website', 'All 4 available licenses used.', 'Is Licensed' (with a checked checkbox), 'My Social Media', 'My Current Billing' (with a table showing no records), and 'Resource Communities'. At the bottom of the 'Resource Communities' section, there is a list of options: 'Committees and Groups', 'My Activity', 'Manage/Change Password', and 'Communication Preferences'. The 'Communication Preferences' option is highlighted with a teal rounded rectangle. A large teal arrow points from the bottom right towards this highlighted option.

# Updating Communication Preferences



## Step 4

Update your preferences as necessary and click "Save". Once saved successfully, the window will refresh. A green bar at the top of your profile will indicate "The preferences have been saved".



<b>Title</b>	Professional
<b>Pronouns</b>	he/him
<b>Email</b>	<a href="mailto:jseinfeld@aol.com">jseinfeld@aol.com</a>