



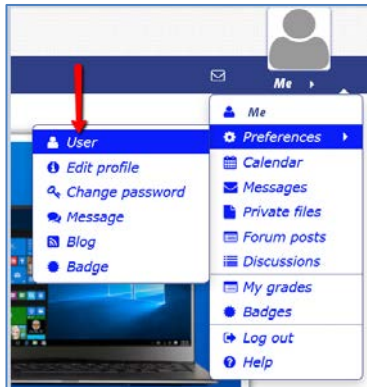
Forums & Guides - 3.2 - Turning Off “Forum Auto Subscribe”

Why Do This?

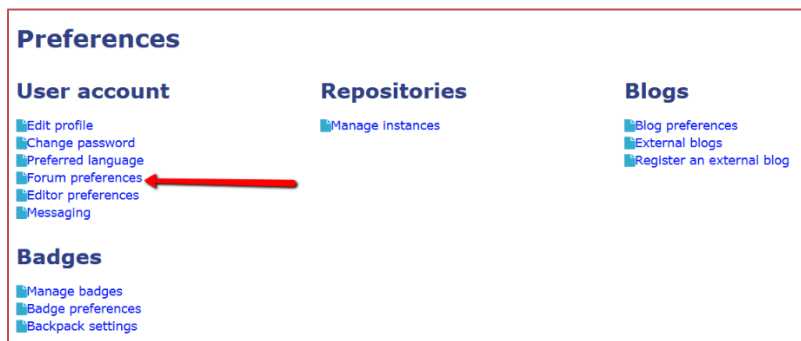
Are you automatically receiving emails from a Forum that you recently created – emails that you don’t want to receive? It could be that your Forum preferences (in your User preferences) have been set to auto-subscribe to any Forum in which you post. Follow the steps below to turn off these automatic emails.

See [Using Forums](#), for a thorough introduction to the different ways to use forums, how to write effective forum questions and a description of the 5 forum types and when to use each.

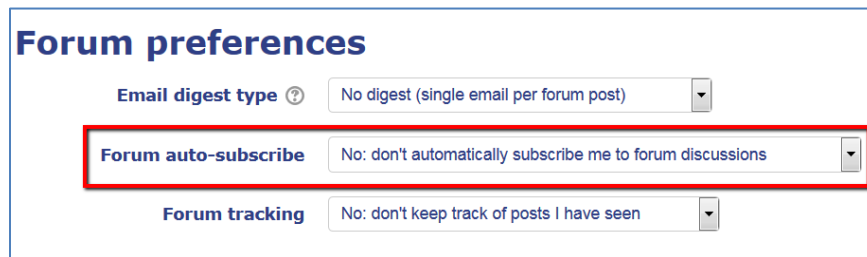
1. Log onto Cougar Courses and access your user preferences by hovering the cursor over your user name in the upper-right corner of the screen. Choose **Preferences**, then **User**.



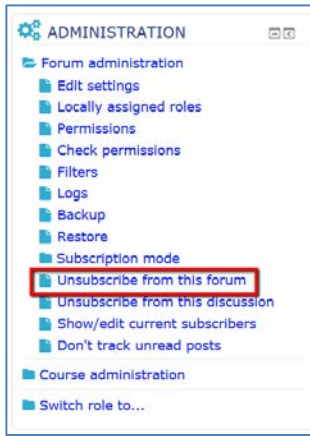
2. Choose **Forum preferences**.



3. Change the entry in **Forum auto-subscribe** to **No: don't automatically subscribe me to forum discussions**.

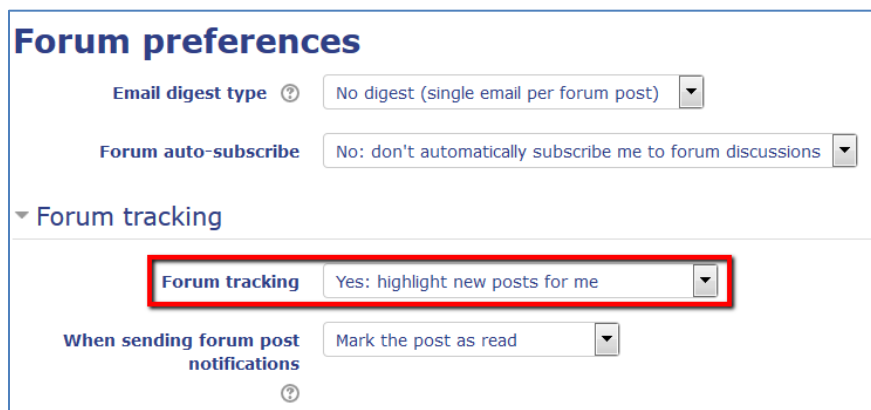


4. If you want to unsubscribe from a particular forum that is forwarding posts to you, click on **Edit** next to the forum name and choose **Edit Settings**.
 - a. Click on **Unsubscribe from this forum** in the Administration block for the forum.



Tracking Unread Posts

5. If you still want to be able to track new posts inside your Forums (when you go into the Forum), go back to **Preferences -> User -> Forum preferences** and change the entry in **Forum tracking** to **Yes: highlight new posts for me**.



6. When you return to your course and look at a topic that has new forum posts you have not viewed, the presence of unread posts will be noted on the main course page.



7. Click on the forum and you will be able to see which discussion question has unread posts.

Discussion	Started by	Replies	Unread ✓	Last post
Why is the sky blue?	Me	1	0	CCTR Training 10 Wed, Aug 31, 2016, 3:12 PM
Your favorite breakfast?	Me	1	1 ✓	CCTR Training 10 Wed, Aug 31, 2016, 2:58 PM