



## **Manage your SPE Connect community participation.**

### **1. Join a community.**

- Log in to your SPE membership account.
- Click on “Update Your Profile” under your name in the top right-hand corner.
- Click on “Online Community Preferences” in the left-hand sidebar.
- Select the communities you wish to join by placing a check mark next to each.
- Complete your selections by clicking the “Save” button at the bottom of the page.

### **2. Unsubscribe to a community through SPE.org.**

- Log in to your SPE membership account.
- Click on “Update Your Profile” under your name in the top right-hand corner.
- Click on “Online Community Preferences” in the left-hand sidebar.
- Choose the community from which you would like to unsubscribe by removing the check mark next to it. (You will no longer receive email notifications or be a part of the community.)
- Complete your selections by clicking the “Save” button at the bottom of the page.

### **3. Unsubscribe to a community through SPE Connect email.**

- Click on “My Subscriptions” at the bottom of your SPE Connect email. (Before you proceed, you must agree to the terms and conditions, if you haven’t already done so.)
- Choose the community from which you would like to unsubscribe.
- Select “No Emails” to stop receiving email notifications but continue being a part of the community.  
OR
- Select “Unsubscribe” to stop receiving email notifications and leave the community.

Please note: It could take up to 30 minutes for your changes to go into effect.

Questions? Email [speconnect@spe.org](mailto:speconnect@spe.org).