



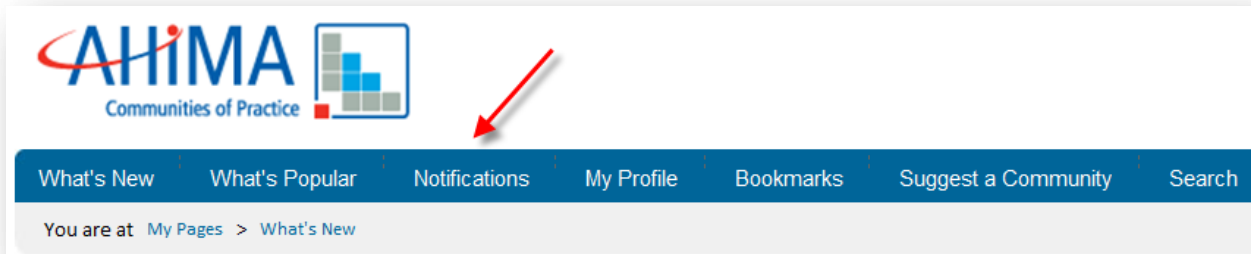
Setting Up Your Notifications via E-mail and RSS& Subscribing to Specific Topics

Be notified of updates in the CoP by receiving a message in your e-mail box or through an RSS Feed. Follow these instructions to turn on the e-mail notification feature. The messages will be sent to the e-mail address in your [AHIMA Profile](#).

Notifications

E-mail Notifications for Communities

1. Log in to the AHIMA CoP through the myAHIMA Member Log in on www.ahima.org. On **My Pages** select **Notifications**.



2. A list of your communities will appear. Select the **Content** option and **E-mail Frequency** option for each community you want to receive notifications from.

Community Subscriptions and RSS		Remove Item Subscriptions	
Community Name	Rss Feeds	Subscribe by Email	Email Frequency
ACE: Action Community for Excellence	Get Feed	<input type="radio"/> None <input type="radio"/> New Items <input checked="" type="radio"/> New Items and New Comments	<input type="radio"/> Weekly Summary <input type="radio"/> Daily Summary <input checked="" type="radio"/> Every Post
Acute Care	Get Feed	<input type="radio"/> None <input type="radio"/> New Items <input checked="" type="radio"/> New Items and New Comments	<input checked="" type="radio"/> Weekly Summary <input type="radio"/> Daily Summary <input type="radio"/> Every Post
Advocacy and Alliance Committee	Feed not available for private community	<input type="radio"/> None <input type="radio"/> New Items <input checked="" type="radio"/> New Items and New Comments	<input type="radio"/> Weekly Summary <input checked="" type="radio"/> Daily Summary <input type="radio"/> Every Post

3. After making your selections, scroll down and choose **Update** to save your settings.

Workgroup: Data Analysis Toolkit	Feed not available for private community	<input checked="" type="radio"/> None <input type="radio"/> New Items <input type="radio"/> New Items and New Comments	<input type="radio"/> Weekly Summary <input type="radio"/> Daily Summary <input type="radio"/> Every Post
Workgroup: Mapping	Feed not available for private community	<input checked="" type="radio"/> None <input type="radio"/> New Items <input type="radio"/> New Items and New Comments	<input type="radio"/> Weekly Summary <input type="radio"/> Daily Summary <input type="radio"/> Every Post

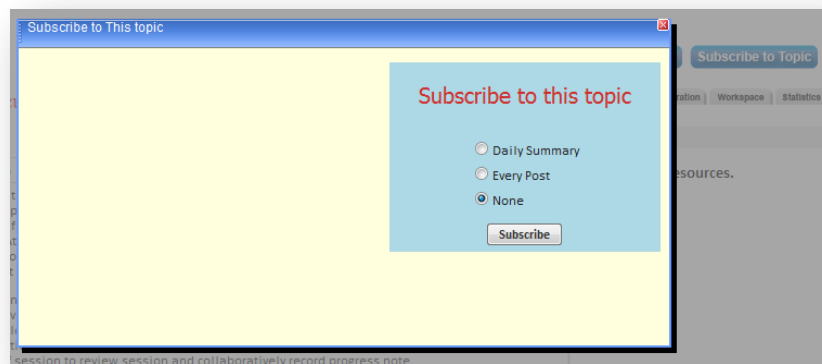
- To **unsubscribe to Notifications**, choose Notifications. Change the content to **None** and click Update at the bottom.

Email Notification to a Specific Topic within a Community—Subscribe to Topic

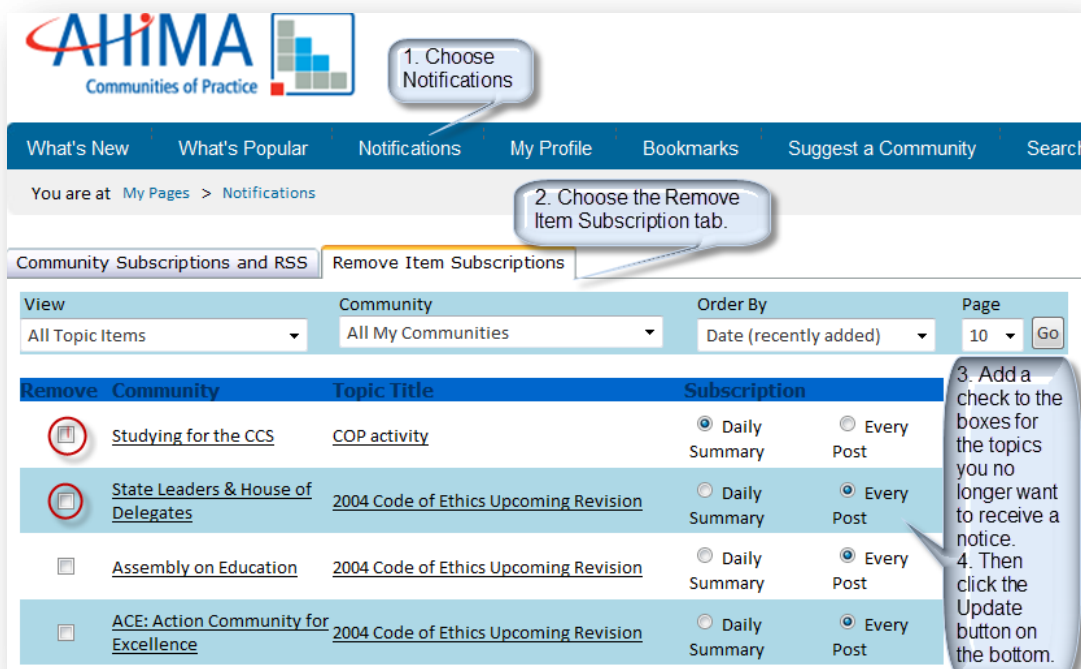
- Within a topic, you can use the **Subscribe to Topic** link to receive an e-mail notification daily or with every post for that specific topic. Open the **topic**, choose **Subscribe to Topic**.



- A pop up window will appear. Choose your preference, then choose **Subscribe**.





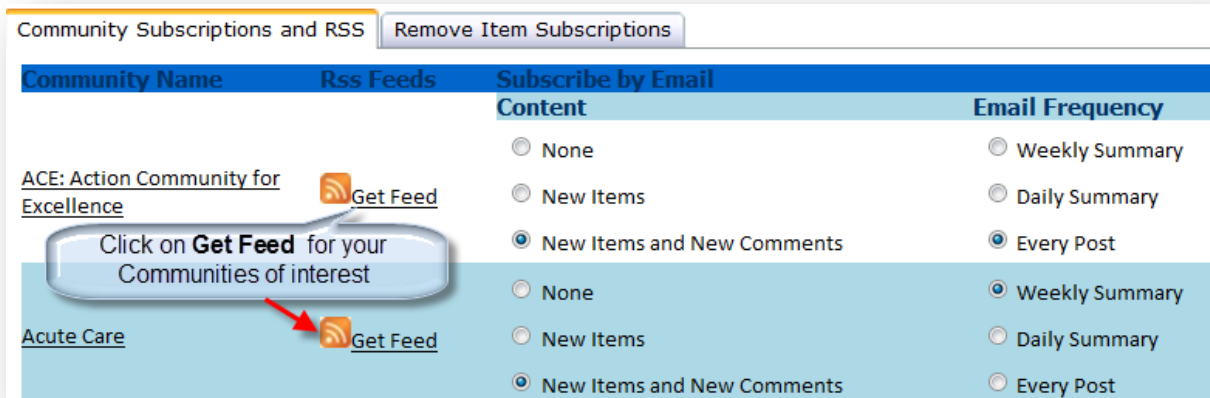
- To unsubscribe, go to your Notifications. Choose Notifications from the top toolbar. Choose the **Remove Item Subscription tab**. Add checks to the boxes for the topics you no longer want to receive a notice. Choose **Update** at the bottom of the page to confirm.



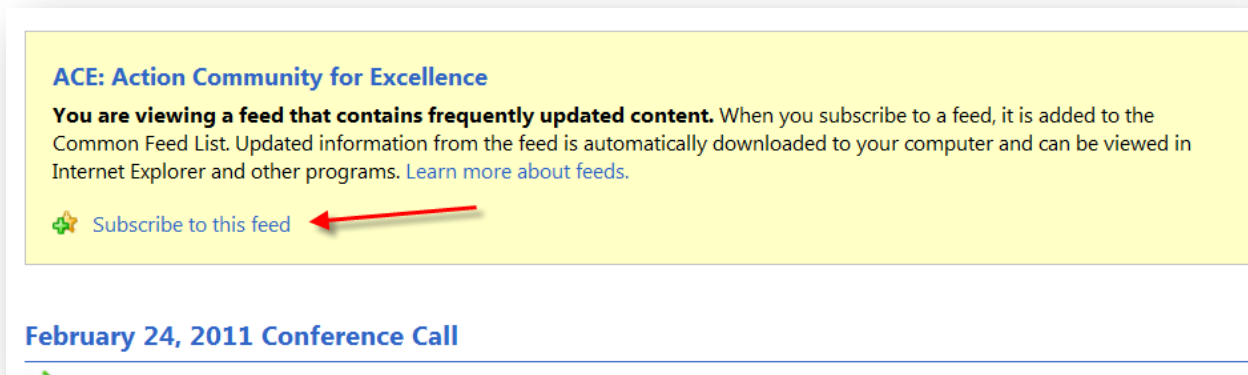
RSS Feeds

1. Select the **Get Feed** icon. RSS (most commonly expanded as Really Simple Syndication) is a family of web feed formats used to publish frequently updated works—such as blog entries, news headlines, audio, and video—in a standardized format. An RSS document (which is called a "feed", "web feed", or "channel") includes full or summarized text, plus metadata such as publishing dates and authorship. Web feeds benefit readers who want to subscribe to timely updates from favored websites or to aggregate feeds from many sites into one place. Find out more on [RSS](#).

The **Get Feed**  can be set up to use any RSS reader, or you can use the RSS FEEDS folder in Outlook 2007. RSS readers, such as the one built into Office Outlook 2007, allow you to subscribe to RSS Feeds and read content or follow links for additional information. Whenever you see a link to a feed, or an RSS icon , just select it. Microsoft Office Outlook 2007 automatically subscribes you to that RSS Feed. Using Microsoft Office Outlook 2007 to subscribe to an RSS Feed is quick and easy. After subscribing to an RSS Feed, headlines will appear in your RSS folders. RSS items appear similar to mail messages. When you see a headline that interests you, open the item.



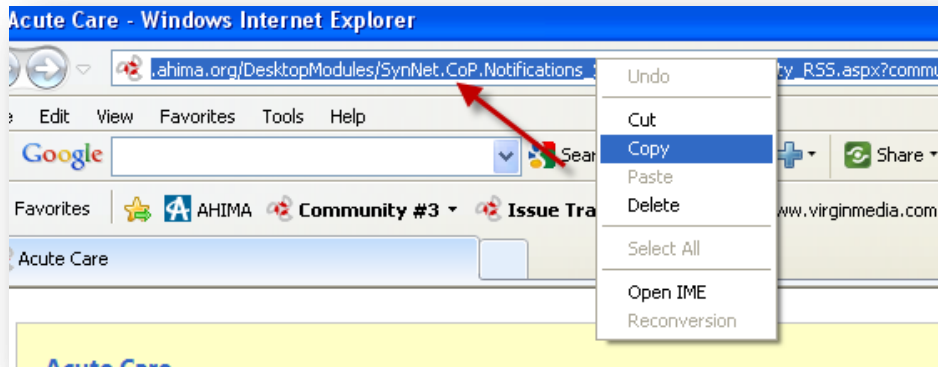
2. Click **Subscribe to this Feed**.



3. The **Subscribe to this Feed** box will pop up. From here you can choose what feed to use or subscribe via Outlook (if available).



4. In Outlook, look for the RSS Feeds set-up under your **Favorites**. Go to the RSS set up page. Copy the link.



5. Open up Outlook 2007 and then follow the directions.

1. On the Tools menu, click Account Settings.
2. On the RSS Feeds tab, click New.
3. In the New RSS Feed dialog box, type or press CTRL+V to paste the URL of the RSS Feed. For example, <http://www.example.com/feed/main.xml>.
4. Click Add.
5. Click OK.

6. RSS feeds are not available for private communities due to the sensitive nature of their information.