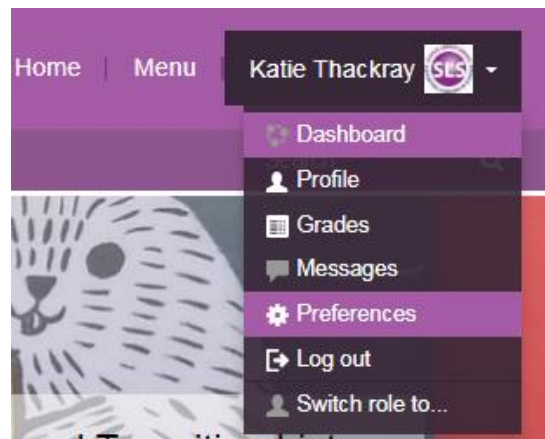


## How to Update your Email Preferences on the Hampshire SLS Moodle

From time to time we send out email notifications via our Moodle, however we appreciate you may wish to change when and how you receive these emails. To update your preferences, you need to log in to the Moodle <https://sls.hias.hants.gov.uk/>

Go to **Preferences** (if you click on your name in the top right corner you will see a drop-down menu)



A new page will open, you then need to click on Forum Preferences (4<sup>th</sup> down on the list under **User Account**)

From here you have the option to change how many emails you receive (there is the option to receive only 1 email per week or to Unsubscribe from the forums altogether)

**Address:** School Library Service HQ, Fareham Library, Osborn Road, Fareham, Hampshire, PO16 7EN  
**Telephone:** 01962 826 660 **Email:** [hq.sls@hants.gov.uk](mailto:hq.sls@hants.gov.uk)

## Forum preferences

Email digest type ⓘ No digest (single email pe. ▾

Forum auto-subscribe Yes: when I post, subscrib ▾

### ▾ Forum tracking

Forum tracking No: don't keep track of pos ▾

When sending forum post notifications ⓘ Mark the post as read ▾

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