



SETTING BOUNDARIES COMMUNITY FORUM SOLUTIONS

www.SettingBoundaries.com

To STOP RECEIVING private message "Personal" emails

1. Login to the Forum
2. Click on the words "User Control Panel" in the top gray box
3. Click on "Board Preferences" the third tab along the top of the control panel
4. Find the line "Notify me on new private messages"
5. Change this from "yes" to "no"

This will stop the private message notifications

To VIEW email messages in your Inbox

1. Login to the forum
2. Click on the words "User Control Panel" in the top gray box
3. Here are your personal settings, your mailbox and other features set up just for you.
4. Click on the "private messages" tab that runs across the top of the User control Panel
5. Click on the "Inbox" tab in the blue panel on the left hand side.
6. Click on the subject line of the message you want to read
7. Read the email, to reply, click on the "Send reply" button at the top of the email.
8. Type in your response.

To RESET your Password

1. Login to your account
2. Click on the words "User Control Panel" in the top gray box.
3. Click on the "Profile" tab along the top of the User Control Panel
4. Click on Edit Account Settings
5. Change your password
6. Write your user name and password down and keep it somewhere safe 😊