How to change your forum preferences

Once logged in the Virtual Classroom, in the upper right hand corner you will see your name and profile picture. If you click there, the User menu will open. Click the “Preferences” option.
In “Forum preferences” you will find three settings that you can configure. Two of them are related to your forum subscription (when you are subscribed to a forum you will receive a copy of all the messages posted in the forum in your e-mail; this can be helpful to keep track of the discussions). The other option is the “Forum tracking” (this option highlights your unread posts).

1. **Email digest type**: The available options for this setting are:
   - No digest (single email per forum post)
   - Complete (daily email with full posts)
   - Subjects (daily email with subjects only)

2. **Forum auto-subscribe**: The available options:
   - Yes: when I post, subscribe me to that forum discussion
   - No: don’t automatically subscribe me to forum discussions.

3. **Forum tracking**: The available options are:
   - No: don’t keep track of posts I have seen
   - Yes: highlight new posts for me
VIRTUAL CAMPUS HELP DESK

If you need assistance, please go to the Campus Help Desk:

https://ayuda.campusvirtualsp.org/?q=en

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