

Improved Email Notifications on MyCA

Have you ever thought it would be useful to receive an email to let you know when there is some new information of interest to you on MyCA?

Well you can! The system is known as Notifications and it has recently been improved. You can select precisely what type of information you wish to receive a Notification about and you can choose whether to receive the entire text or just its Title together with a link to take you straight to it on the web site.

Where is it found?

To set your Notifications go first to <http://myca.org.uk/> and log in as usual. Once logged in, click on the link labelled **My account** just below your name near the top left-hand corner of the screen:



This will bring up a screen showing at least three tabs: View, Edit and Notifications. (Those who remember the old system may recall that the equivalent tab used to be labelled **Notify**.)

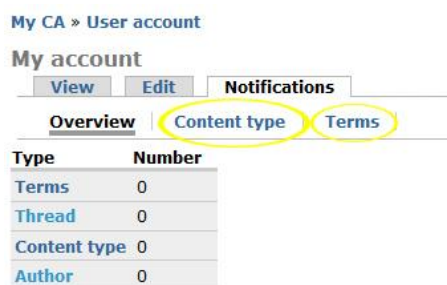
My CA » User account

Ordinary Member



Some members may see more tabs than this but the additional tabs do not affect the directions which follow.

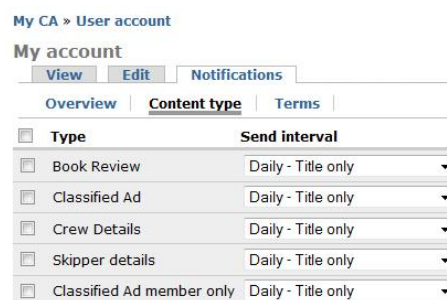
A click on the **Notifications** tab brings up the following screen:



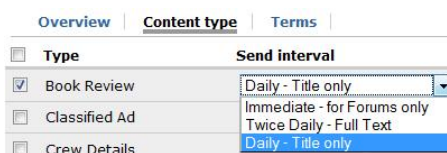
Content type and **Terms** are the two methods that you can use to decide upon which information you would like to receive by email.

Content Types

When you click on **Content type** the following screen will appear:



The five Content types shown here (the number may change) are, I hope you will find, reasonably self-explanatory. If, for example, you wish to receive email Notifications of all future Book Reviews, click in the box to the left to produce a tick (see below) and then select a **Send interval** from the drop-down box to the right. When you click on the down-arrow, this is your choice:

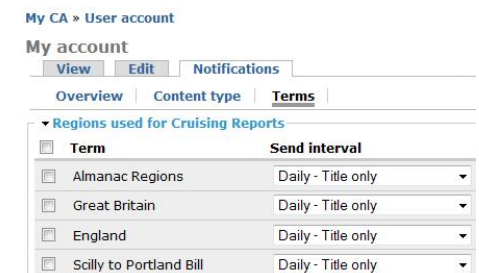


You can ignore the **Immediate** option – this is for future use when the Forums are fully integrated into MyCA. Of the other two:

Daily - Title only (the default) will give you one email a day containing a list of the Titles of any new information posted since your last Notification together with links to take you direct to the posts on MyCA. You will only get one email per day no matter how many different Content types and Terms you select.

Twice Daily – Full Text will give you two emails each day containing, not only the Title and a Link for each new post, but the full text as well. These emails can be quite long.

Terms



Terms (sometimes called Tags) give you very fine control over the remainder of the information on MyCA. The Terms come in groups, the first of which is **Regions used for Cruising Reports**. By selecting the appropriate Terms and Intervals you can make sure you receive Notifications for just the Regions in which you have an interest.

The remaining Terms give you control over Departments and Sections, various Functions including News and the two popular pages MedNet Display and BalticNet Display.

Do please experiment and most of all – enjoy!