

## Online Profile Email Preferences:

1. Click the “My Account” link in the top of the left side menu.
2. Click the Pencil / Edit Icon on the right hand side of each parent’s name.
3. Scroll to the bottom of the page to find the email preferences. There are also online directory profile settings listed here.
4. For more information about each setting, see the “?” next to each setting.
5. Make sure to click “save” to save your preferences.

The screenshot shows a web browser window with the URL <https://muirpta.ourschoolpages.com/User/Edit/190147?GoBackUrl=%2fAccount%2fSummary>. The browser's address bar shows the user is logged in as "User: Michelle McPhers". On the left side of the page, there is a vertical menu with three items: "Fundraising", "School Info", and "Contact". Below the "Contact" item is a red-bordered box with the text "POWERED BY OUR SCHOOL PAGES" and a small red apple icon. The main content area is a white box with a light blue border. It contains the following sections: "Employer" with a text input field; "Email preferences:" with three checked checkboxes: "Newsletter", "Reminders", and "Urgent announcements"; "Privacy preferences:" with one unchecked checkbox: "Include me in school directory"; and "Online directory settings:" with five checkboxes: "Include me" (checked), "Include my address" (unchecked), "Include my home phone" (unchecked), "Include my cell phone" (checked), and "Include my email address" (checked). At the bottom of the white box are two purple buttons: "cancel" and "save".