



Drowning in emails?

Update email frequency in LinkedIn

LMA utilises LinkedIn Groups for the benefit of you, our participant. LinkedIn Groups provide a forum for communication and networking with your fellow course participants and the wider LMA graduate community.

The LinkedIn Groups provide a communication medium for relevant information, tips and news to be shared with course participants and graduates, but we understand that email updates can be an unwelcome distraction. Unfortunately, we cannot control the frequency of emails sent to group members, this must be changed personally by the group members.

In LMA courses we regularly discuss ways to improve productivity, which includes reducing unnecessary emails - if you would like to reduce the frequency of email updates you receive from LinkedIn, please complete the following steps.

Updating your email preferences in LinkedIn

1. Log in to your LinkedIn account
2. Hover over your profile image at the top right of the screen and select *Privacy & Settings > Manage*
3. Select *Groups, Companies & Applications*
4. Select *Set the frequency of group digest emails*
5. Click the drop down box next to the group and select the preferred frequency of emails

If you have any queries or concerns please contact marketing@lma.biz or discuss with your course Facilitator.

