**Subscribing to a Discussion Forum in ANGEL**

It is recommended that you subscribe to the **Course Discussion Forum** in order to stay current with the course information posted in this forum. When you subscribe to a discussion forum, you receive an email every time a new post is submitted.

In order to subscribe to a discussion forum, your email address must be listed in your *Personal Information* and the *System* *Settings* in your ANGEL Preferences. Follow the instructions below to subscribe to the Course Discussion Forum.

* **Verify/add email address in *Personal Information*:**

1. Click on the **Preferences** button on the left side of the screen (it looks like a head)
2. Click on ***Personal Information***
3. Scroll down to the **Contact Settings** area
4. Verify that your email address is correct.
   1. If not, click into the **Email** box and type (or correct) your personal email address
5. If you would like to add a photograph to your ANGEL profile do the following:
   1. Click on the ***ADD*** Button next to the **Photo URL** box
   2. The **Upload Photo** window will appear. Follow the instructions to locate your photograph
   3. Click on **Upload Picture**
   4. Click on **Use Photo**
6. Scroll down to the bottom of the page and click the ***Save*** button

* **Add email address in System Settings:**

1. At the **Preferences** menu, click on **System Settings**
2. Scroll down to ***Forwarding Address*** and type in your email address
3. Scroll down to the bottom of the page and click the ***Save*** button
4. At the **Preferences** menu, click on the **Home** button to return to your ANGEL home page

* **Subscribe to the Discussion Forum**

1. From the **Course Homepage**, look for the **Discussion Forums** box, then find the discussion forum to which you want to subscribe (This box can also be found on the **Communicate** page and the **Home** page).
2. Click on the **Subscribe** link under the forum title.

