

User default preferences

A Site Administrator can set the default options within a user's account for email display, format and digest type, and for forum auto-subscribe and forum tracking. These defaults will be applied when a new user account is created - unless specified otherwise at the time.

A user can subsequently update these settings at any stage via their [User profile](#) page.

User default preferences can be found under the quick-access menu within *Users > Accounts > User default preferences*.

Setting	Description	Notes
Email display	Users can choose which user can see their email address: <ul style="list-style-type: none">• Allow only other course members to see my email address: only other users who are enrolled, or are teaching in a course can see your email address• Hide my address from everyone: prevent all users (except Site Administrators) from seeing your email address• Allow everyone to see my email address: any user who can access the site, can see your email address	-
Email format	Users can choose the format in which they receive any emails from the system: <ul style="list-style-type: none">• Pretty HTML format: Email is received with all HTML formatting and images included• Plain text format: Email is received without any formatting or images	-
Email digest type	Users can choose whether to receive forum posts as a digest or summary message, and which type of digest message to receive. <ul style="list-style-type: none">• No digest: You will receive one email per forum post• Digest - complete posts: You will receive one digest email per day containing the complete contents of each forum post• Digest - subjects only: You will receive one digest email per day containing just the subject of each forum post.	-
Forum auto-subscribe	Users can choose whether they will be automatically subscribed to a Forum in which they post: <ul style="list-style-type: none">• Yes: When a user posts they will be subscribed to that forum discussion• No: Don't automatically subscribe the user to forum discussions	Please see User Preferences for more information.
Forum tracking	Users can choose whether any new postings are highlighted within a forum that allows forum tracking <ul style="list-style-type: none">• No: Will not display an unread message icon against any new posts• Yes: Will display an unread message icon against any new posts	-

User default preferences

Email display

defaultpreference_maildisplay

Allow only other course members to see my email address

Default: Allow only other course members to see my email address

Email format

defaultpreference_mailformat

Pretty HTML format

Default: Pretty HTML format

Email digest type

defaultpreference_maildigest

No digest (single email per forum post)

Default: No digest (single email per forum post)

This is the daily digest setting that forums will use by default.

- No digest - you will receive one e-mail per forum post;
- Digest - complete posts - you will receive one digest e-mail per day containing the complete contents of each forum post;
- Digest - subjects only - you will receive one digest e-mail per day containing just the subject of each forum post.

You can also choose a different setting for each forum if you wish.

Forum auto-subscribe

defaultpreference_autosubscribe

Yes: when I post, subscribe me to that forum discussion

Default: Yes: when I post, subscribe me to that forum discussion

Forum tracking

defaultpreference_trackforums

No: don't keep track of posts I have seen

Default: No: don't keep track of posts I have seen

Save changes