

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 **Administration** block within *Site administration > Users > Accounts > User default preferences*.

Related pages

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
default: preference_emaildisplay

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

Email format
default: preference_emailformat

Pretty HTML format
Default: Pretty HTML format

Email digest type
default: preference_emaildigest

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
default: preference_forumsubscribe

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

Forum tracking
default: preference_forumtracking

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