ICLE COMMUNITY PRIVACY AND COMMUNICATION PREFERENCES

Quick Tips to Get You Started

By default all ICLE lawyer Partners have a Community profile that ICLE has prepopulated with basic items like firm, city, state, practice areas, year admitted to the Bar, number of lawyers in your firm, and if you are licensed in other states. You can edit this information and also add to your profile by completing additional fields. You also have been opted in to a daily e-mail summarizing the activity in the discussion forum from the previous 24 hours. Follow the steps below to manage your privacy settings and communication preferences.

Manage Your Privacy Settings

1. Log in at www.icle.org with your existing ICLE username and password.
2. Click My Community (under Menu on mobile) to enter the Community.
3. Hover over My Profile and then click My Privacy Settings.
You may individually set each field in the profile to display to, or hide from, others.
4. Select Members Only to restrict access to other ICLE Partner lawyers. Select Nobody to eliminate the field from view by others.
5. Remove yourself entirely from the member directory and group roster by selecting No under I would like to be included in the member directory and group rosters.

Manage Your Communication Preferences

1. Log in at www.icle.org with your existing ICLE username and password.
2. Click My Community (under Menu on mobile) to enter the Community.
3. Hover over My Profile and then click My Subscriptions.
4. Choose from among the following options:
   a. Real Time: Receive an e-mail for each discussion post.
   b. Daily Digest: Receive a single e-mail compiling all posts over a 24-hour period.
   c. Legacy: Receive messages for every post in a format similar to a traditional e-mail Listserve.
      This option allows you to respond from your e-mail software as opposed to posting a message from the ICLE Community website.
   d. No Emails: Receive no discussion e-mails. You can still access discussions from the ICLE Community website.
   e. Unsubscribe: Receive no discussion e-mails, and you will be unable to access the ICLE Community website.
5. Click Save.