

# MANAGE YOUR PRIVACY AND COMMUNICATION PREFERENCES IN THE COMMUNITY

By default all ICLE lawyer Partners have a 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. In your Internet browser navigate to [community.icle.org](http://community.icle.org) (do not include www).
2. Click on the “Login to see members only content” link.
3. Enter your existing ICLE username and password.
4. Click the “My Profile” tab.
5. Click the “My Privacy Settings” link.

Each field in the profile can be individually set to display, or not, to others.

6. Select “Members Only” to restrict access to other ICLE lawyer Partners. Select “Nobody” to eliminate the field from view by others. Note: regardless of what setting you choose, all fields will always display for you on your profile page.
7. 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. In your Internet browser navigate to [community.icle.org](http://community.icle.org) (do not include www).
2. Click on the “Login to see members only content” link.
3. Enter your existing ICLE username and password.
4. Click the “My Subscriptions” link.
5. 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.



**THE INSTITUTE OF CONTINUING LEGAL EDUCATION**

*The education provider of the State Bar of Michigan*

The State Bar of Michigan • The University of Michigan Law School • Wayne State University Law School • University of Detroit Mercy School of Law • The Thomas M. Cooley Law School • Michigan State University College of Law