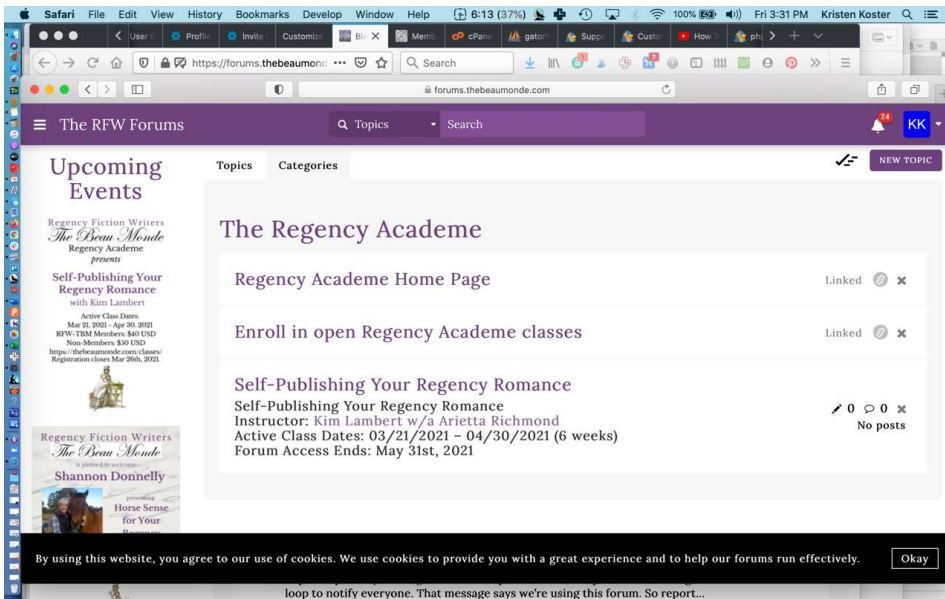


How to Access the Academe Forums: Non-Members

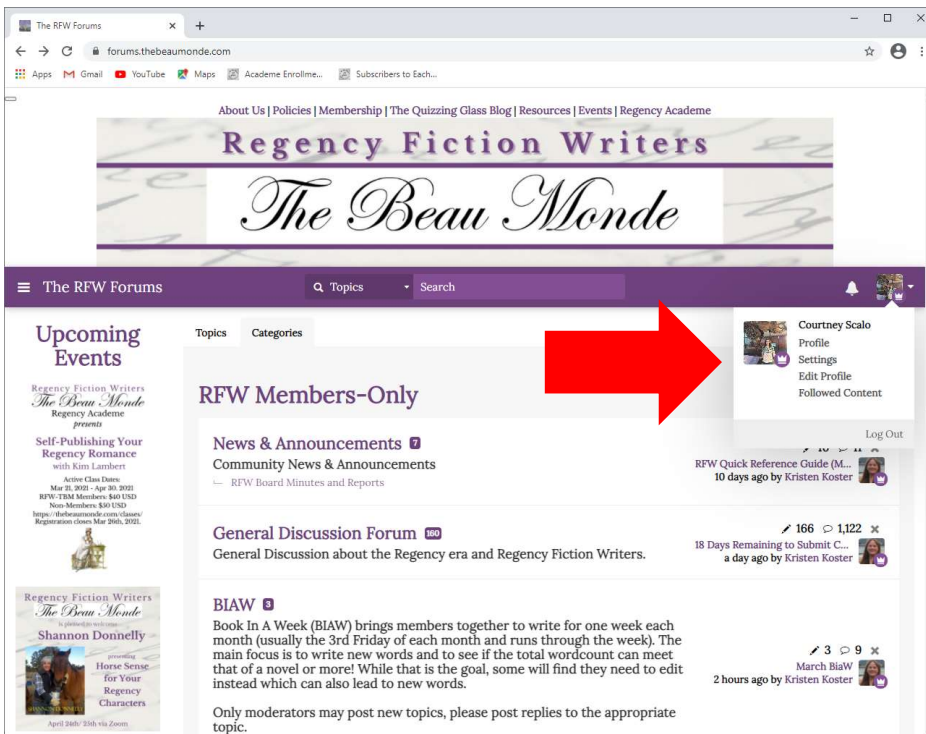
If you've previously taken an Academe class, go to <https://forums.thebeaumonde.com/> . Sign in here.

If you have NOT previously taken an Academe class, you will receive an invitation to create an account.

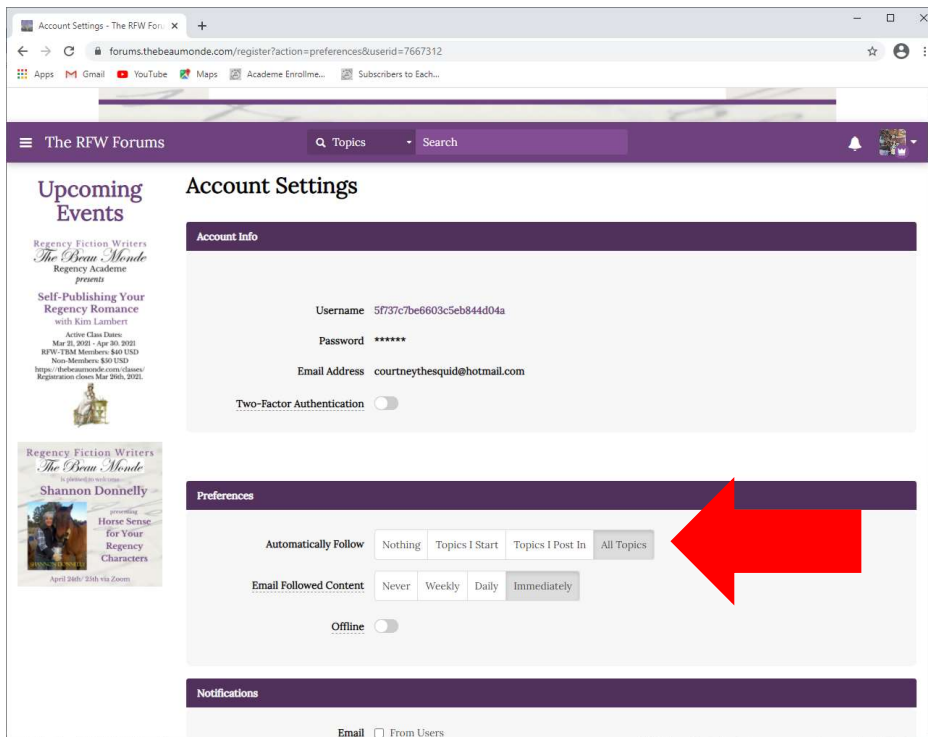
You will see the forum for any classes in which you are currently enrolled:



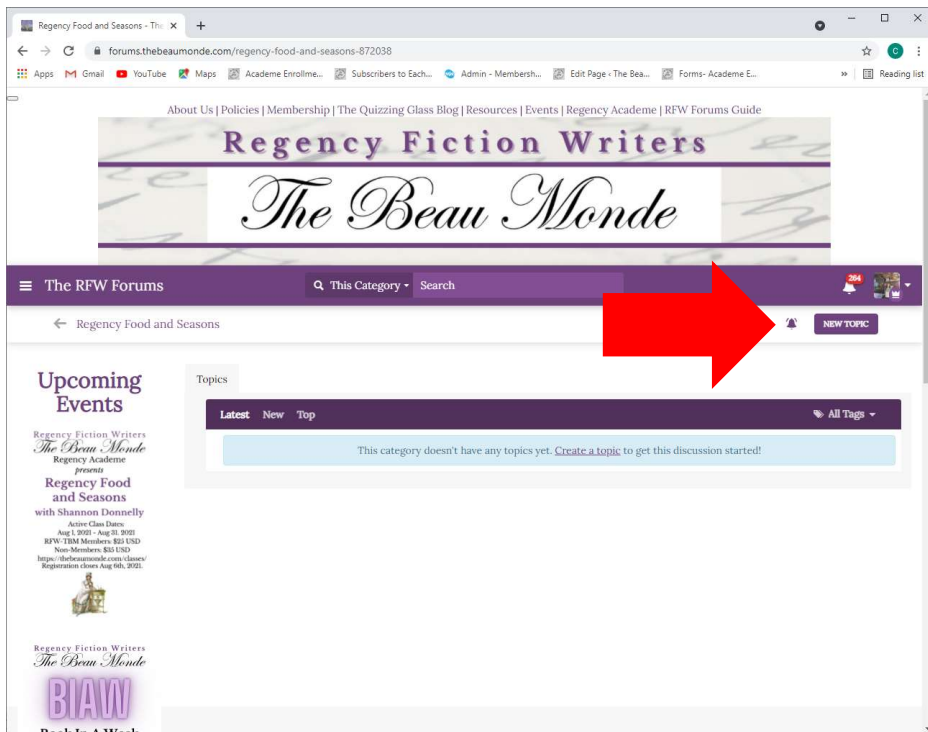
New participants are automatically set to “daily digest” emails. To change this everywhere (all Academe classes and all topics within a class), click on your profile picture in the purple bar, on the far right and select “Settings.”



The buttons that say Never, Weekly, Daily, or Immediately can be used to adjust the frequency you receive emails. It is located midway down the page under “Preferences.”



You can also manage notifications on a topic-by-topic basis by clicking the button, “Stop getting notified about new topics and replies.” This is located next to the purple “New Topic” button on the upper right of your screen, and the icon is a little bell. If you click it, a little plus sign will be added next to the bell, and you will no longer receive notifications for that specific topic. (Click the bell again, and the plus sign will go away, and you will receive notifications again.)



If you are choose to receive email notifications for each post, then you can post a comment to that thread simply by replying to the email. Please note that this will not work if you're set to Daily Digest, Weekly, etc., and that new topics must be created by going into the forums.

If you should encounter any difficulties, please contact our IT Goddess Kristen Koster at academemoderator@thebeaumonde.com . Thank you, and enjoy the class!