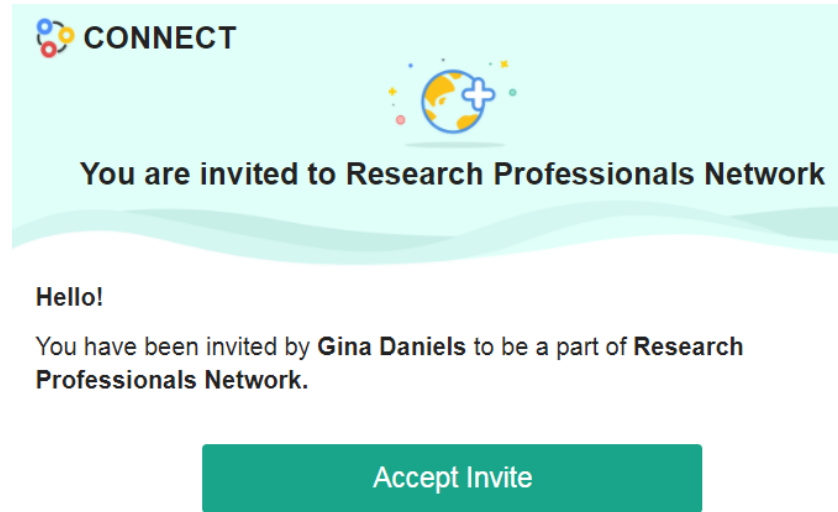


Step 1. Activate your Account

Find the invitation in your mailbox and enter your name and create a password.

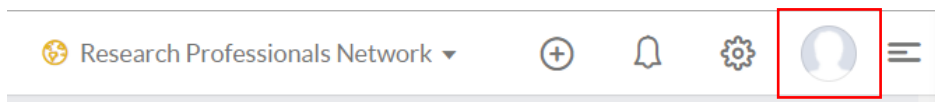


Step 2. Log in to the RPN network group: <https://connect.zoho.com/portal/rpn>

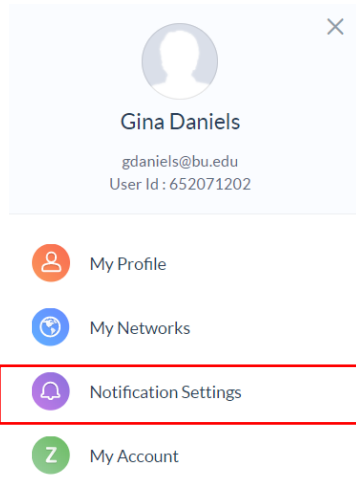
Step 3. Change your email notification settings

Notification settings will automatically be set to send you a **separate email for every post**. Update your notification settings to receive less frequent or daily digest emails. **Here's how:**

1. Click on your person icon in the top right section of the toolbar



2. Click on 'Notification Settings'

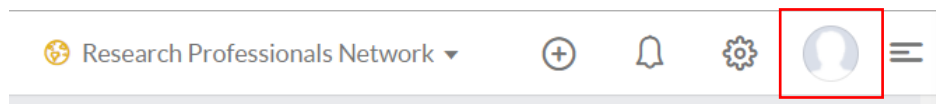


3. Update these settings according to what emails you would like to receive (daily digest, customized for selected activities, etc.).

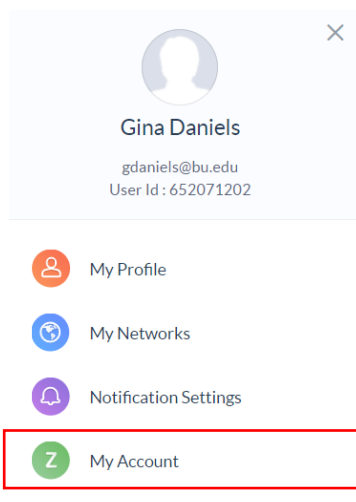
Step 4. Change your time zone

Zoho automatically places you in Pacific time when you create your account. This will make it appear as though events occur at different times than they actually are scheduled. Please update!

1. Click on your person icon in the top right section of the toolbar



2. Click on 'My Account'



It will then direct you to 'Personal Information'.

3. At the bottom of your Personal Information page, change your Time Zone setting to Eastern time and click 'Save'.