# Changing Your Forum Preferences on MY AADE NETWORK

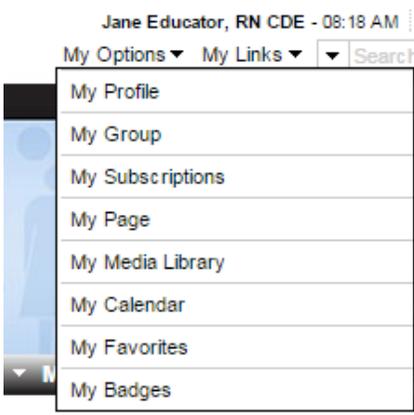**By: John Tyler, Web & Digital Content Manager, AADE**

Occasionally we receive questions about how to change the display settings for forums on MY AADE NETWORK. While the global default settings for forums are set sitewide, individual users can change their own personal preferences to make forums easier to read, and function how they expect they should.
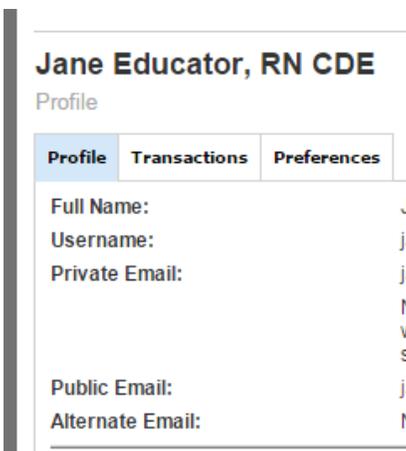
The default settings for forums on MY AADE NETWORK display topic threads from oldest post to newest post, they show 10 posts per page, there is a warning pop-up window if you accidentally navigate away from a post you're writing before you hit "Send," and you return to the topic you were reading if you decide to use the "Mark topic as read" option.

You can use the following steps to change any of your personal preferences, or share these instructions with other members so they can set their preferences:

1. Hover over **MY OPTIONS** at the top of any page on MY AADE NETWORK and select **MY PROFILE**:



2. You will see all your behind-the-scenes profile information, along with three tabs to select from, **PROFILE**, **TRANSACTIONS**, and **PREFERENCES**:

3. Switch the view to **PREFERENCES**, and select the **FORUM** module:



4. Once on the **PREFERENCES** tab, you can drop down the **"Thread view sort order"** field to reveal sort order options. The default is to show forum threads in chronological order (oldest post first), but you can switch this to reverse chronological order (newest posts display first). Your selection here will affect all forums sitewide for your personal account when logged in.



You will also notice on this page that you have the option of changing the number of threads you view on a page (from 10 posts per page to all), whether or not you will receive a warning message if you inadvertently navigate away from a message you are writing*, and where you would like to be directed once you marked a topic as read.

**\*It's highly suggested that you leave the "Warn before leaving post creation page" option marked as "Yes" since this can be a real lifesaver if you accidentally hit the back button when you're writing a post online.**