

Unfollowing Discussions, Users or Groups of Tiles

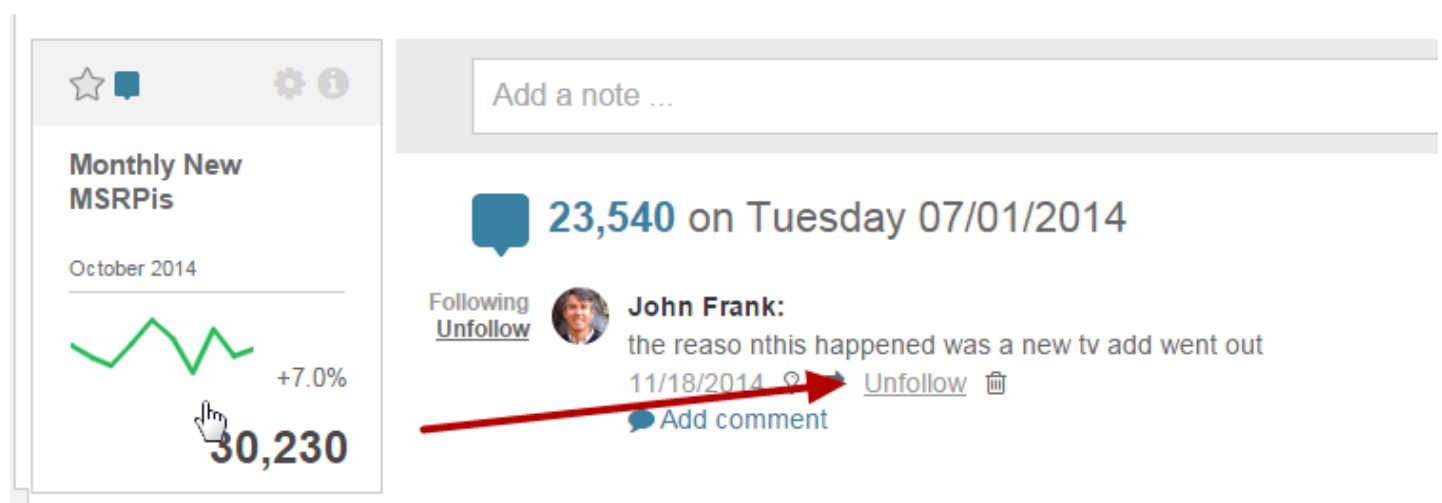
In the example below, the User is following the User "John Frank" and the Discussion on an Annotation. This article describes how the User can unfollow them.

1. Stop Following a Person



Click the **Unfollow** link next to the person's image to stop following a User: Example: If you **Unfollow** "John Frank", you will no longer be advised when John originates or comments upon a **Collaborative Item**

2. Stop Following a Discussion



Click the **Unfollow** link to stop following a discussion. Example: Once you **Unfollow** the **Annotation** shown above, you are NOT advised of any future comments to the particular **Collaborative Item**

3. Stop Following a Group of Tiles

Access **User menu > My Notifications** and open the **Collaboration Notification Editor**

Collaboration Notifications

Select scope and timing of Collaborative Digest and immediate notifications of notes, annotations, Events, Alerts and discussions

How do you want your collaborative content

☒ sent in a Digest | ☐ sent in individual emails

Send emails to

Send Collaborative Digest

Make a selection below to also include collaborative activity for

☐ All Metrics & Reports

☒ Metrics & Reports I own

☒ My Favorite Metrics & Reports

[How do I stop following a person or discussion?](#)

or

☒ Send Bursts Now

At any time, you can change the **Metrics & Reports' tiles** that you are following by modifying your settings on the *Email Notifications Editor's* **'Send collaborative activity for: '** field