

Managing email preferences

Checking you can receive marketing emails

This is a guide to checking and updating your marketing email preferences within your MyICE account. Please note that you need an ICE member account to access the preference centre tile, this does not show for non-ICE members.

Start by logging into your account here: [My ICE | Institution of Civil Engineers](#)

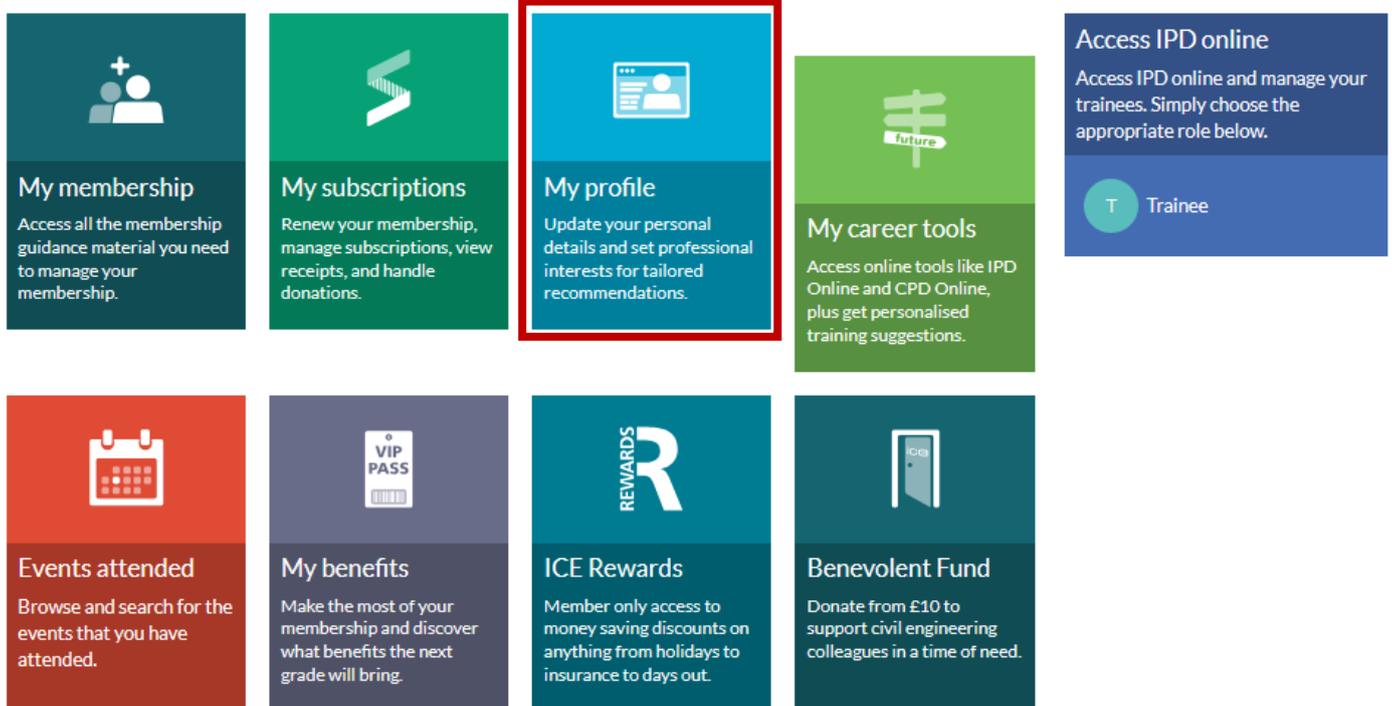
Check you have opted in to marketing emails

The first thing to check is whether you have previously opted in for marketing communications. If you have previously opted in, you should have the 'Email preferences' tile on your dashboard when you log in. Skip to the [next section](#) to see how to update your preferences.

If you have not opted in, you need to navigate to 'My profile' from the MyICE dashboard:

Jim, welcome to your MyICE dashboard

Your dashboard contains all the help and advice that you need to manage your membership, including:



The dashboard features several tiles:

- My membership**: Access all the membership guidance material you need to manage your membership.
- My subscriptions**: Renew your membership, manage subscriptions, view receipts, and handle donations.
- My profile** (highlighted): Update your personal details and set professional interests for tailored recommendations.
- My career tools**: Access online tools like IPD Online and CPD Online, plus get personalised training suggestions.
- Access IPD online**: Access IPD online and manage your trainees. Simply choose the appropriate role below.
 - T Trainee
- Events attended**: Browse and search for the events that you have attended.
- My benefits**: Make the most of your membership and discover what benefits the next grade will bring.
- ICE Rewards**: Member only access to money saving discounts on anything from holidays to insurance to days out.
- Benevolent Fund**: Donate from £10 to support civil engineering colleagues in a time of need.

Next, you will need to navigate to the 'Email and communication preferences' drop down:

Membership details

Mr Test

ICE membership grade: Member
 Membership/Reference No.: 86436312
 Region/Branch: London Region

ICE Honours: MICE
 Status: Current
 Engineering council:

Email address ▼

Contact details ▼

[Email and communication preferences](#) ▼

Honorary Regions ▼

Here, you will need to make sure that 'ICE mailing list' is ticked (there is no need to have third party communications ticked to receive ICE, TTL and Ben Fund mailings):

Email and communication preferences ▲

To join our ICE mailing list please opt in
 If you opt out of receiving emails, you will receive no emails from ICE HQ or your local region. You will only receive important membership updates.

I wish to receive any third party communications

[Submit](#)

If the ICE mailing list is unticked, you will need to select it and click the 'Submit' button. Once done, you can return to the main MyICE dashboard, and you will have a new tile showing.

Updating your marketing preferences

If you have already opted in, you should have a green 'Email preferences' tile on your MyICE dashboard:

Jim, welcome to your MyICE dashboard

Your dashboard contains all the help and advice that you need to manage your membership, including:

- My membership**: Access all the membership guidance material you need to manage your membership.
- My subscriptions**: Renew your membership, manage subscriptions, view receipts, and handle donations.
- My profile**: Update your personal details and set professional interests for tailored recommendations.
- Email preferences**: Update your email marketing preferences at any time here. This tile is highlighted in red in the original image.
- Access IPD online**: Access IPD online and manage your trainees. Simply choose the appropriate role below.
 - [Trainee](#)
- My career tools**: Access online tools like IPD Online and CPD Online, plus get personalised training suggestions.
- Events attended**: Browse and search for the events that you have attended.
- My benefits**: Make the most of your membership and discover what benefits the next grade will bring.
- ICE Rewards**: Member only access to money saving discounts on anything from holidays to insurance to days out.

In here, you will have a list of all the email marketing lists that the ICE provides. You just need to tick the ones which apply to you and click 'Save' at the bottom of the screen.

Your email preference centre

Tick a box if you want to receive emails about the topic, or untick it if you don't.

Membership

- Stay up-to-date with the latest news and events in your region and online.
- Don't miss out on exclusive offers for a wide range of products and services from ICE Rewards (UK members only).

Benevolent Fund

- Offering a wide range of support and development opportunities to our members and their families.

ICE Publishing

- ICE Publishing

Knowledge

- Gain valuable insights and expertise from events, news and blogs in our newsletter.
- Get ahead of the curve with the latest event updates from the ICE Knowledge team.

Policy

- Stay on track with ICE's latest engagement in policy and decision making.

Education & Inspiration

- Inspire the next generation into civil engineering with our resources, competitions and scholarship opportunities.

Specialist Knowledge Societies

- British Dam Society (BDS)

Got a question?

If you need support in understanding our preference centre or just need help in general, get in touch.

 [CONTACT US](#)

Data protection

You can unsubscribe at any time by using the link provided in the emails you receive.

By submitting this form you confirm that you have read our [privacy policy](#) and [terms and conditions](#).

[Save](#)

Once saved, you should see the following message. If so, you have successfully updated your email preferences.

Your email preference centre

Tick a box if you want to receive emails about the topic, or untick it if you don't.



Thank you for joining our newsletter.