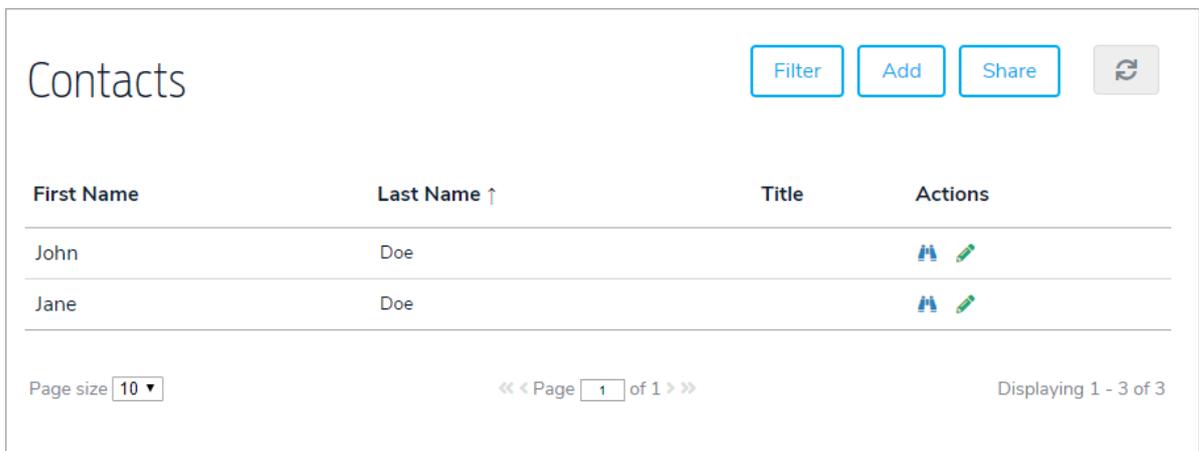


## Create a Subscription Category

1. To create a subscription, hover your cursor over Admin, then click System Management.
2. In the structure pane, create a new folder in the Contacts folder of the appropriate org.



3. Navigate to the org, click Contacts in the navigation bar, then click Share.



4. [Share](#) the contact record with the folder created in step 2 above.
5. Open the contact record, then click the Shares tab.
6. Click the pencil icon beside the share made in step 4.
7. Select a category from the Subscription Category dropdown menu.

# Contacts

General Contact-Methods Account Photo Relationships **Shares** Forms Locations Properties

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Item ↓	Original Location	Shared Location	Subscription Category	Action
John Doe	Contacts	John Doe	General ▼	

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- Click the Contact-Methods tab.
- Click Add in the Subscription Category Preferences section, then add the category configured in step 7 above.

# Contacts

General **Contact-Methods** Account Photo Relationships Shares Forms Locations Properties

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## Add a New Contact Method for John Doe

Select Device Type:  ▼

Select Method Type:  ▼

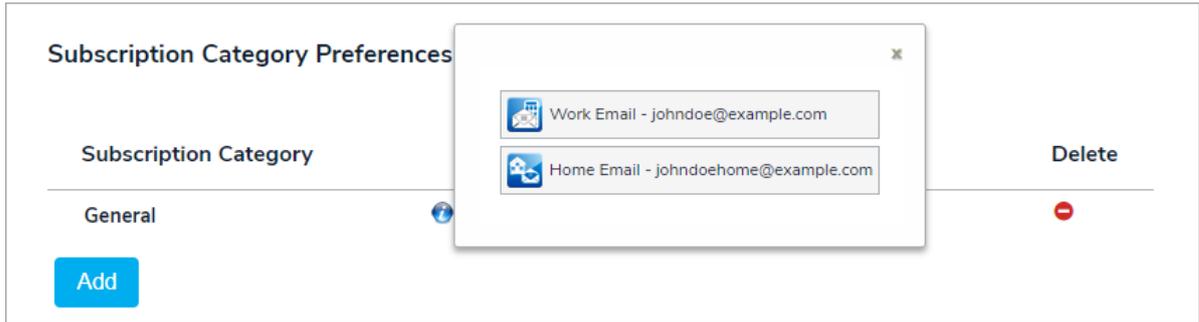
Email:  ?

Display	Primary Email	Primary Phone	Preferred	Delete
johndoe@example.com	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

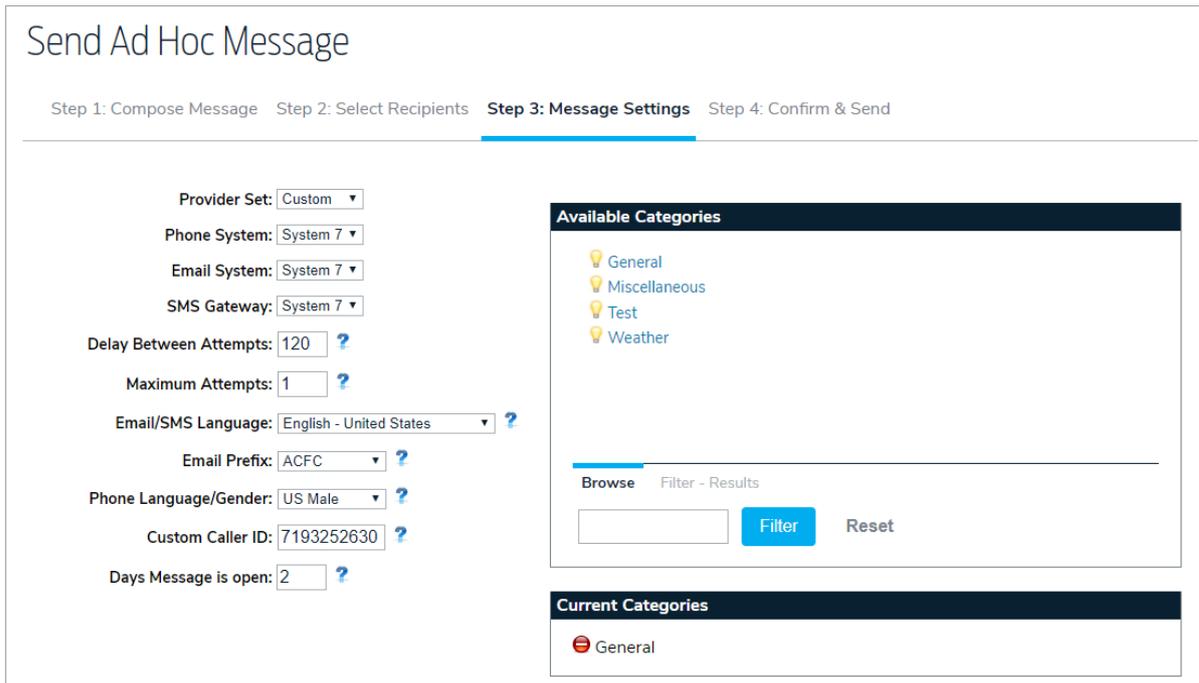
## Subscription Category Preferences

Subscription Category	Preferred Methods	Delete
General		

- Click the icon, then select the method(s) that should receive messages from the selected subscription category.



11. Create a new message. In [Step 3: Message Settings](#), add the category selected in step 7 above.



Subscription categories require a system configuration setting which determines who will receive subscription messages.

Configuration Setting	Subscription Message Recipients
Local	Only contacts subscribed to "General" in the Contacts folder.
Ancestors	Contacts subscribed to "General" in the Contacts folder and any contacts that have that subscription category in any contact folder "above" the contacts folder in Chuck Test.

Descendants (default setting)	Contacts subscribed to "General" in the Contacts folder and any contacts that have that subscription category in any contact folder below Chuck Test.
Both	Contacts subscribed to "General" in the Contacts folder and any contacts that have that subscription category in any contact folder above or below Chuck Test.