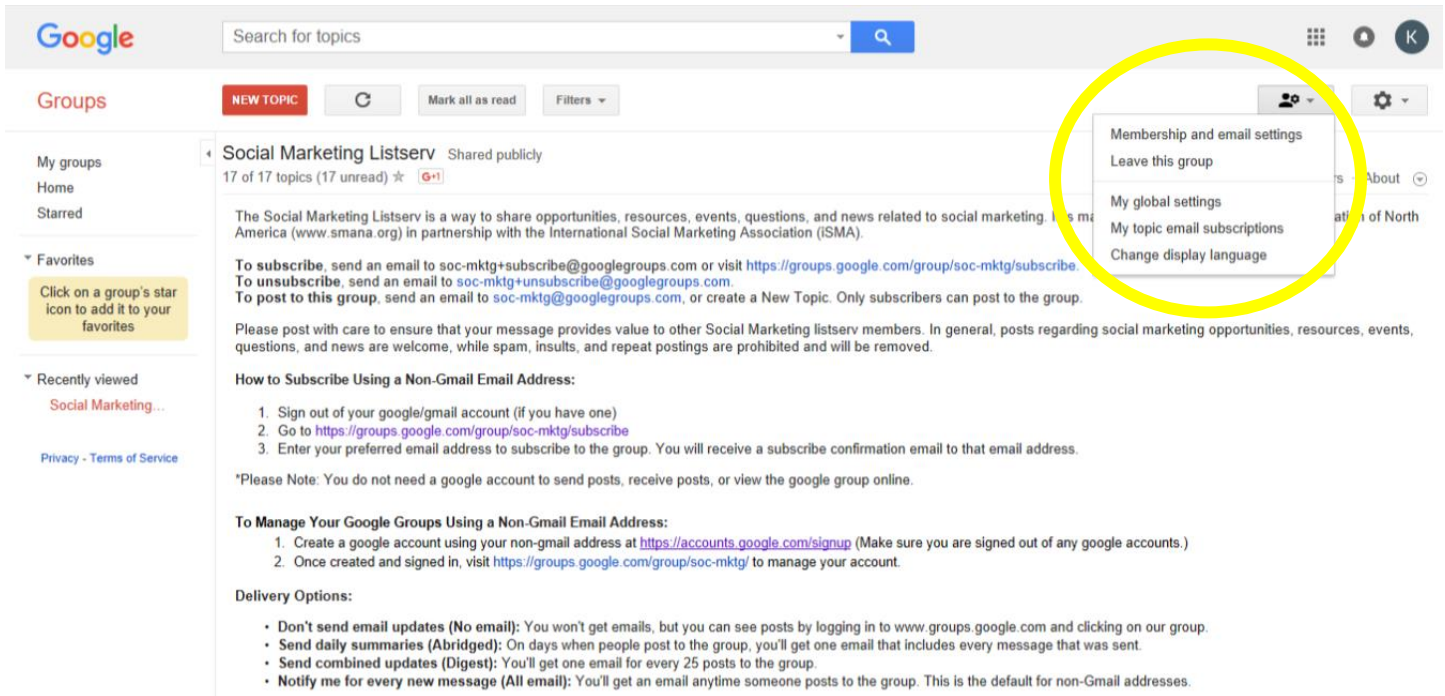


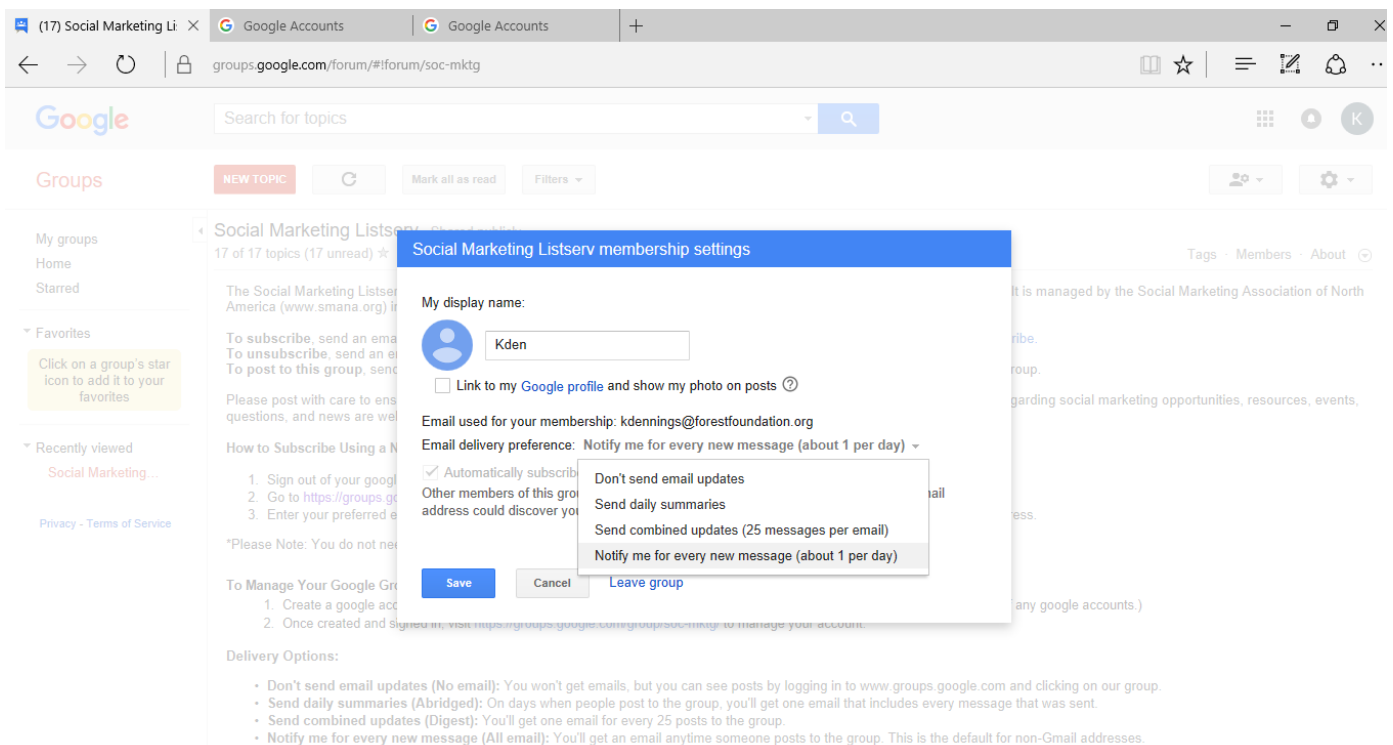
How-to change your mail frequency and read the archives

1. Visit this page when logged into your account - <https://groups.google.com/forum/#!forum/soc-mktg>. You can manage your settings via the dropdown menu in the right hand corner.



The screenshot shows the Google Groups interface for the 'Social Marketing Listserv' forum. The page title is 'Social Marketing Listserv' and it is shared publicly. The main content area contains information about the listserv, including a description, subscription instructions, and delivery options. A dropdown menu is open in the top right corner, highlighting the 'Membership and email settings' option. The menu also includes 'Leave this group', 'My global settings', 'My topic email subscriptions', and 'Change display language'.

2. If you pick "Membership and email settings" the following dialogue box will open up. Here is where you can change your email delivery preference, such as choosing to receive daily summaries.



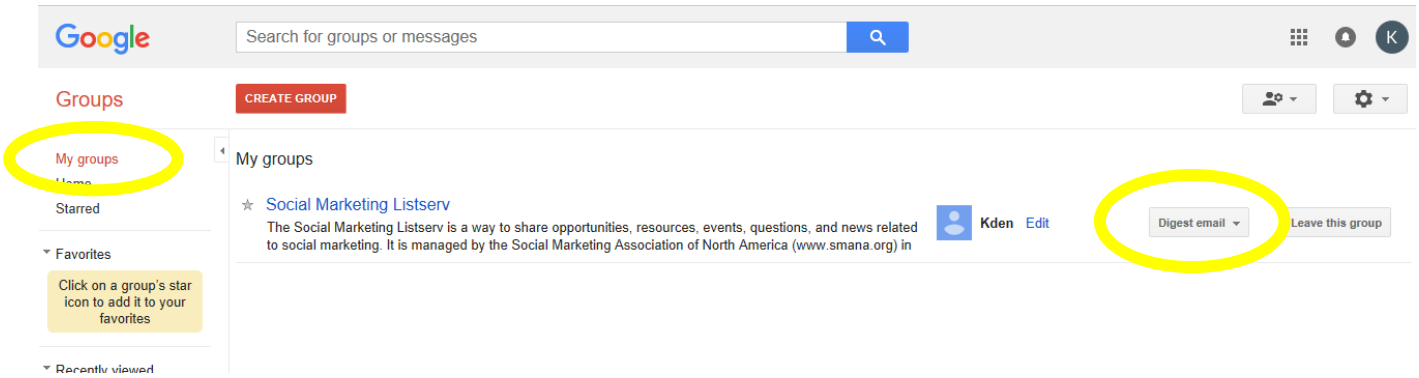
The screenshot shows the 'Social Marketing Listserv membership settings' dialog box. The dialog box is titled 'Social Marketing Listserv membership settings' and has a blue header. It contains the following fields and options:

- My display name:** A text input field containing 'Kden'.
- Link to my Google profile and show my photo on posts
- Email used for your membership:** kdenings@forestfoundation.org
- Email delivery preference:** Notify me for every new message (about 1 per day) (selected)
- Automatically subscribe
- Other members of this group:** address could discover you

The dialog box also has 'Save', 'Cancel', and 'Leave group' buttons. A dropdown menu is open over the 'Email delivery preference' field, showing the following options:

- Don't send email updates
- Send daily summaries
- Send combined updates (25 messages per email)
- Notify me for every new message (about 1 per day)

3. An alternate way to change your email delivery preference is by clicking on "My groups" in the left hand navigation bar. You will then see the window below. Then on the right hand side, you can toggle to "Abridged Email" (daily summaries) or "Digest Email" (25 messages per email).



4. If you would like to see the email archives go to the main Google Group Social Marketing listserv page, scroll down to see past email threads. You also have an opportunity to filter on the past threads.

