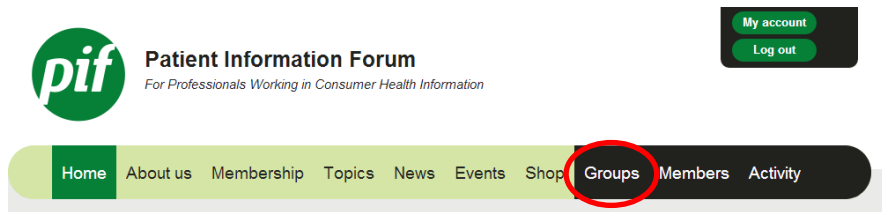




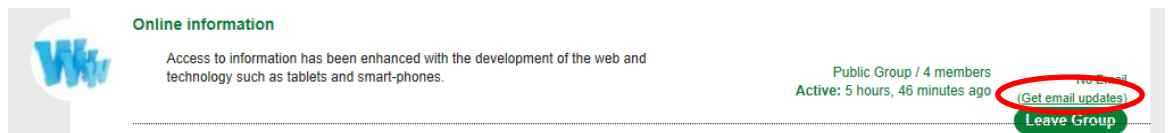
Managing Emails from Groups and Forums

1. To receive emails from groups you must first be a member of a group.
2. Once you are a member you can manage what emails you receive for a group within the Group Directory-

a) Go to Groups



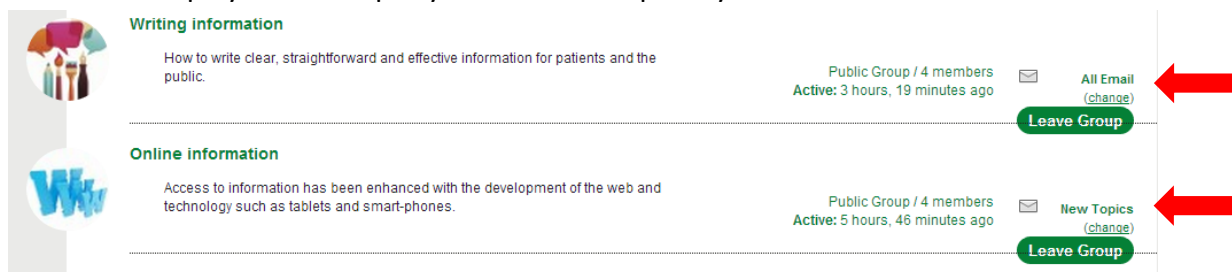
b) Click on 'get email updates' next to the group



c) Choose which email option you would prefer and click on it



d) It will now display an envelope symbol and the option you have chosen.



e) To change your email options simply click on 'change'



3. Once you have signed up to receive emails from group activity you can decide which group forums you wish to receive emails from.

a) Go into a Group

b) Next to each forum you will have a 'mute' or 'follow'

Writing information Group Admins

Public Group active 3 hours, 30 minutes ago

How to write clear, straightforward and effective information for patients and the public.

[Leave Group](#) [New Topic](#)

Your email status is All Email [\(change\)](#)

Home **Forum** Members 4 Send Invites Email Options Admin

Order By: Last Active Search Forums... Search

Viewing topic 1 to 4 (of 4 total topics)

Topic	Posts	Freshness	Email
Websites Started by Patient Information Forum	2	4 days, 2 hours ago Patient Information Forum	Follow
Tools Started by Patient Information Forum	2	4 days, 2 hours ago Patient Information Forum	Mute

c) If wish to stop receiving emails click on 'mute'

d) If you wish to start receiving emails click on 'follow'