

SCU Meetup Mailing List Crib Sheet REV4/27/13

You must join our Meetup group in order to subscribe to the Mailing List. If you have not yet done so, see the SCU Meetup Crib Sheet.

Subscribing to the Mailing List

1. Login to Meetup.
2. Go to the Suburban Cyclists Unlimited (SCU) Meetup home page. Look under *My Groups* at the top.
3. Go to *Email and Notifications*. Look under *My profile* on the left.
4. Scroll down to *Mailing List* and select *As they are sent* or *In one daily email* according to your preferences. More about this below.
5. Click on Submit and you're done. You can always go back and change your options at any time.

Receiving/reading from the Mailing List

There are three ways to receive and read emails sent by other members.

1. If you selected *As they are sent*, you will receive each individual message within a few minutes of it being mailed. This is best if you want to hear about time sensitive information such as ride cancellations.
2. If you selected *In one daily email*, you will receive a 'daily digest' of all the messages mailed that day. This is best if you don't like to get many emails, but want to stay in touch with club happenings.
3. You can check the *Mailing List* page as frequently as you wish. Look under *Discussions* on the menu bar. This is best if you like to check on things at your convenience rather than having them sent to you. In order to send to the Mailing List, you will still need to subscribe to at least the *In one daily email* option, but you can simply delete this once a day or even set up a filter in your email account to do that for you.

Sending to the Mailing List

From the SCU Meetup website

1. Go to the *Mailing List* page. Look under *Discussions* on the menu bar
2. There will be a link at the top: Email the mailing list at Suburban-Cyclists-MeetUp-list@meetup.com
3. Clicking on this link will open a window in Outlook or whatever other email program you have designated as your default.
4. The first time you send a message through Meetup, you will receive a one-time request for confirmation from Meetup. Be sure to reply to this confirmation or your message will not go through. If you don't get one, check it didn't get filtered as spam by your email program.

From your email account

1. You can email the list directly from your email account by sending it to Suburban-Cyclists-MeetUp-list@meetup.com.
2. Adding this to your list of contacts will save you from typing it repeatedly.