

## TIPS FOR MANAGING YOUR SCBWI C YAHOO GROUP MEMBERSHIP

### ONLY YOU CAN CHANGE YOUR MEMBERSHIP IN YAHOO

- *IDENTITY*—display name and email address
- *SUBSCRIPTION*—
  - Individual Messages means that every time a list member posts to the list, you'll get an email with her or his message.
  - Daily Digest means that once a day you'll get one long message containing everything that's been posted in the previous 24 hours.
  - Special Notices means that all you'll receive will be messages from the list serve administrator that have been marked "Special."
  - No Email—stops all postings transferring to your email address.
- *PHOTO SHARING, SORT & VIEW PREFERENCE, NAVIGATION*
- *LEAVE THE GROUP*—
  - IF YOU DECIDE TO LEAVE THE LIST, please remove yourself from the list rather than merely blocking the List's address from your server. This will save time and effort.

### TO CHANGE YOUR MEMBERSHIP ITEMS FOR SCBWIC

- **SIGN into your yahoo account.** <https://login.yahoo.com/>
  - On the page <https://www.yahoo.com>
  - Click on Groups in the black header.
  - In the left sidebar should be all the groups to which you belong.
  - Click on SCBWIC
  - Under our banner on the right side is Membership.
  - Click on it and move the curser down to *edit membership*.
  - Click on the pencil icon next to the category to change any setting.
  - Scroll to the bottom
  - BE SURE TO CLICK SAVE.

### YAHOO GROUP STATUS

- IF YOU STOP GETTING YAHOO MESSAGES,
  - FIRST check the Yahoo Groups page and see if any messages have actually been posted. If there are messages there but you haven't received them, it's possible that your account is "bouncing." This can mean several things (such as that your account is over quota and is rejecting new mails). Yahoo generally will send you a message saying that your address is bouncing and telling you how to fix it.
  - Please understand we have no control over the interaction between you and Yahoo.