How to control the amount of communication you get from SuSanA

Posted by susanaforum - 30 Nov 2012 17:47

Dear SuSanA members,

We collected all possible sorts of emails and notification that you can receive from SuSanA and prepared short 'how to' tips, so you can better choose what and when you want to hear from us.

• The **SuSanA news mail** contains information about the latest news, events, new partners and publications of the SuSanA network. Subscribers, members and partners receive the **once every two month**
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To subscribe: susana.org/subscribe-mailing-list

To unsubscribe: susana.org/index.php?option=com_register...cribe&Itemid=304

• **Working group mailing lists** are the discussion mail from each of the 11 working groups you selected when registering as a SuSanA member. Slowly, the communication of the WG has been migrated to the respective WG category in the SuSanA forum. You can *subscribe* or *uns ubscribe*
to the working groups mailing list in your login area of SuSanA: right hand bar, user menu, change your details.

• The **Forum digest** is the email with the recent postings of the SuSanA discussion forum. It goes out by email to all registered SuSanA members every Tuesday, Thursday and Sunday morning (except to those who opted out). You can also subscribe for a daily update and you do not need to be a registered member to use this feature.

To *subscribe* for the daily digest: all forum.susana.org/forum/subscribe. (Alternatively or in addition, you can subscribe to specific categories or topics after logging in with your login and password)

To *unsubscribe* to the forum digest: www.susana.org/unsubscribe-forum-digest

In case you once unsubscribed and now wants to receive it again, please contact the SuSanA Secretariat: www.susana.org/lang-en/contact-us

** Future options for the digest will be announced in this post.*

• **Forum notifications** are email alerts that you receive once a new post is submitted in a topic or category you have subscribed to or in which you had once posted.

To subscribe to specific threads, once you are logged in you will find the subscribe button for every topic.

Also, as a **default**, every time you make a post, the **subscribe box is already ticked** so that you automatically receive the replies to your topic.
You can untick the box if you do not want to be informed via email
.

To unsubscribe to specific topics and manage the notifications you receive, you can access your profile and click on the grey tab 'Subscriptions'. There you can select the topics and unsubscribe.

And of course, there is always the option to **recover your user name and password** in case you forgot them, respectively:
forum.susana.org/component/user/remind
and
www.susana.org/component/user/reset

We are always willing to hear your comments on issues like this and we have few options for you:

You can give us your suggestion: forum.susana.org/forum/categories/3-sugg...estions-about-susana

You can tell us your opinion on the forum digest and take part in a quick survey on its frequency: forum.susana.org/forum/categories/10-by-...igest-do-you-like-it

You can contact us directly: www.susana.org/lang-en/contact-us

Hope it will help!

Kind regards,

Cecília.

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