



**PLEASE KEEP THIS LEAFLET
FOR FUTURE REFERENCE**

We have had to change our method of E-mailing our members following problems which had arisen in the recent past affecting the bulk posting of large numbers of E-mails by an individual. We have now set up

The HARROW U3A YAHOO GROUP E-MAIL LIST

as our major means for rapid internal communication with members

Those members who were on our original list have been invited to subscribe to the new service. For those members who have not yet accepted the invitation and for all other members who wish to join, this is how to do it:

Please follow this simple procedure: **New subscribers:**

1. Visit the website www.harrowu3a.co.uk/maillinglist.htm
2. Enter only your E-mail address in the box provided, then click the JOIN NOW button.
3. You will next receive an E-mail from Yahoo Groups, which you need to open - (also check your SPAM or JUNK folder) and
4. Choose OPTION 2 and click on REPLY to send an E-mail, confirming that you wish to subscribe to the HARROWU3AML list. You must reply to this message within 7 days, or the invitation will lapse.
5. Once you have sent that E-mail, the Harrow U3A moderator will receive your request to join the HARROWU3AML list and will verify that you are a paid-up Harrow U3A member, prior to accepting your application.
6. When your application has been accepted, you will receive a further E-mail from Yahoo Groups saying "Welcome to the HarrowU3AML group at Yahoo Groups".

You should receive this above E-mail within a few days, depending on the volume of applications the moderator has to deal with at any one time. If you have not received this "Welcome" message within 7 days, your application has not gone through and you should then carefully repeat the above procedure.

Change of E-mail address:

Visit the website www.harrowu3a.co.uk/maillinglist.htm and proceed as above, ensuring that you enter your new E-mail address in the box provided under 2.

Unsubscribe from the E-mail list

Send blank E-mail to HarrowU3AML-unsubscribe@yahoogroups.co.uk (empty subject line and no text) This E-mail must be sent from the E-mail address on which you are currently subscribed.

PLEASE PRINT THIS LEAFLET AND KEEP IT HANDY FOR FUTURE REFERENCE