

HOW TO CHANGE YOUR SUBSCRIBED EMAIL ADDRESS



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This document describes how to change your subscribed email address for one or more of the SI Community Forum mailing lists.

1. INTRODUCTION

The SI Community Forums Project runs a number of mailing lists (termed ‘forums’ or ‘email forums’). Subscribers can change their subscribed email address for these forums whenever they wish, without needing to ask the forum moderators for assistance.

2. WHAT YOU WILL NEED

To change your subscribed email address, you will need:

- An email from any forum you are subscribed to
- To be using a device (PC, phone, laptop, tablet) that has a web browser on it, and has access to the internet

4. OPEN AN EMAIL FROM ONE OF THE FORUMS

At the bottom of every email sent out by the forum platform are a set of control buttons. You may need to scroll down to the bottom to find them:

The Demo Forum



5. REGISTER FOR A PROFILE

When you click on the ‘Manage your subscription’ button, you should see a form:

Profile Login

Pro Dada Profiles allow you to view and work with all your Pro Dada subscriptions.
Having a profile and being logged in also allows you to view subscriber-only archives.

Login Reset Password Register **Click...**

Email Address

Password

Log Into Your Profile

If you have changed your subscribed email address in the past, and already have a profile on the Forum system, **jump straight to Step 6 below.**

If you don't have a Forum System profile, click on the 'Register' tab. You will see a second form:

Profile Login

Pro Dada Profiles allow you to view and work with all your Pro Dada subscriptions.
Having a profile and being logged in also allows you to view subscriber-only archives.

Login Reset Password Register

Register a Profile to easily manage all your Subscriptions.

1 Enter your old (existing) email address

Email Address

2 Confirm it

Email Address (again)

3 Choose your own password

Password

4 Answer the Captcha challenge

5 ...and then click here.

I'm not a robot

reCAPTCHA Privacy - Terms

Register a New Profile

Fill in the form as shown. Be sure to enter your old (existing) email address, confirm it, pick a password, answer the Captcha challenge and click 'Register...' at the bottom of the form.

The system may take a few seconds to create your profile. When it has completed, you will see the message:

Profile Register Confirm

Profile Registration is Successful!

We've just sent an email to you,

• s[redacted]

with your Profile Authorization Code.

Once you've followed the Profile Authorization Link, your Pro Dada Profile will be activated!

Now you need to open your mail program and look for an email from **siforums.org.uk** with the text **Profile Authorisation Code** in the subject. Here's an example in Outlook. Your mail program may look different.

qtodforum@siforums.org.uk on behalf of qtodforumadmin@siforums.org.uk
To: The QToD Forum

Hello, here's the authorization link to activate your Pro Dada Profile:

http://mailinglists.siforums.org.uk/dada/mail.cgi/profile_activate/.../OJ7uVKciYyFiePg7/

-- Pro Dada

Click...

When you click on the link (or cut and paste it into a web browser) the system will complete your registration, and you will see this message:

Profile Login

You have been successfully registered! Please log in with your Profile email address and password:

You can now proceed to login with the email and password you have just registered. **Jump to Step 7.**

6. IF YOU ALREADY HAVE A FORUM SYSTEM PROFILE

If you have not followed Step 5 above, and you **already have** a Forum System profile, using a web browser, visit <http://mailinglists.siforums.org.uk>

You will see a page that lists all the forums on the system. Here's part of that page.

Available Mailing Lists

The Demo Forum

The Demo/Test Email Discussion Forum

The HoSS Forum

This forum is open to Heads of VI, HI and MSI Support Services for Children and Young People, and others with senior management responsibilities in this aspect of specialist work. Subscription applications are reviewed by the moderator before access is granted.

If you look in the top right hand corner of the page, you'll find a **Profile Register/Log In** link:



Click on this link, and you'll see a login form:

7. LOGIN TO YOUR PROFILE

Make sure the **Login** tab is selected, and complete the login form:

Profile Login

Pro Dada Profiles allow you to view and work with all your Pro Dada subscriptions.
Having a profile and being logged in also allows you to view subscriber-only archives.

1 Check this tab is selected

Login Reset Password Register

2 Enter your email address

Email Address
s

3 ...and your password

Password
.....

4 ...and click here.

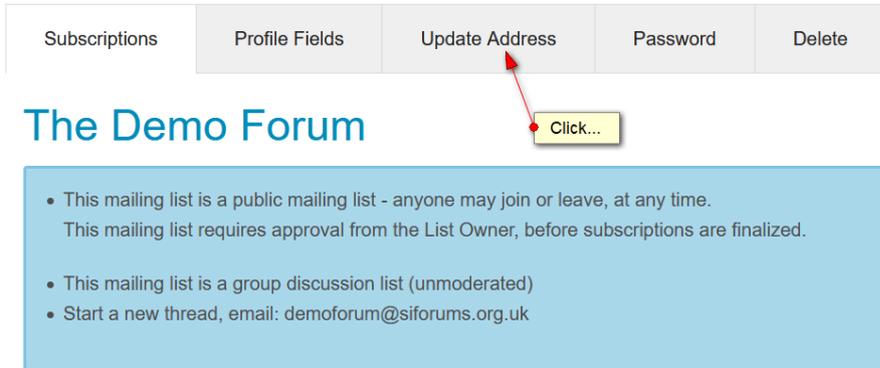
Log Into Your Profile

A screenshot of a web form for logging into a profile. At the top, there is a light blue banner with text about Pro Dada Profiles. Below this is a navigation bar with three tabs: 'Login', 'Reset Password', and 'Register'. The 'Login' tab is highlighted. Below the tabs are two input fields: 'Email Address' and 'Password'. The 'Email Address' field contains the letter 's'. Below the password field, there is a blue button labeled 'Log Into Your Profile'. Four numbered callout boxes with red arrows point to specific elements: 1 points to the 'Login' tab, 2 points to the 'Email Address' field, 3 points to the 'Password' field, and 4 points to the 'Log Into Your Profile' button.

8. INSIDE YOUR PROFILE

When you have logged in, you will see your profile. The first screen lists all the forums to which you are subscribed (you may need to scroll down to see them all). At the top of the screen there is a tab labelled **Update address**

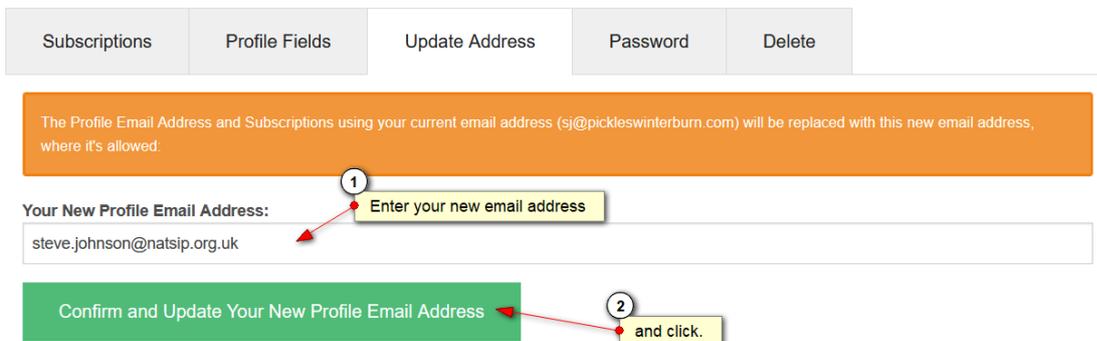
Profile



9. UPDATE YOUR MAIL ADDRESS

When you click on the update tab, you'll see a new form where you can enter your new email address:

Profile



10. CONFIRM YOUR NEW EMAIL ADDRESS

When you click **Confirm...** in Step 9, you'll see a message:

Profile Email Update Confirmation Sent!

An email message has been sent to your *updated* email address,

- steve.johnson@natsip.org.uk

Follow the authorization link in the message, to update your Profile email address and change all your mailing list subscriptions.

Open your mail program and look for an email from **siforums.org.uk** with the text **Profile Update Email Authorisation Code...** in the subject. Here's an example in Outlook. Your mail program may look different.



Hello, here's the authorization link to update your Pro Dada Profile email address from:

[\[Redacted Link\]](#)

to:

steve.johnson@natsip.org.uk

Please click the link below to make this update:

http://mailinglists.siforums.org.uk/dada/mail.cgi/profile_update_email/sj/pickleswinterburn.com/kx6QIY3aAuDUkAHH/

-- Pro Dada

Click

Click on the link in the email, and you'll see a final confirmation form:

Update Profile Email Results:

Update Your Profile and Your Mailing List Subscriptions,
Changing,

. S [REDACTED]

To:

. steve.johnson@natsip.org.uk

Here's a summary of your mailing list subscription updates:

List: The Demo Forum

- Subscription Email Update Should Be Successful!



The system will change your subscribed email address, and take you back to your profile. You can verify the new email address by looking in the top right hand corner of the screen, where the new address is displayed:



11. ALL YOUR SUBSCRIPTIONS UPDATED IN ONE GO...

Note that changing your email as described above changes it for all the forums to which you are subscribed. You do not need to repeat this process for each forum separately.

-- END --