SI Community Forums

HOW TO CHANGE YOUR SUBSCRIBED EMAIL ADDRESS

Published: November 2020

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:

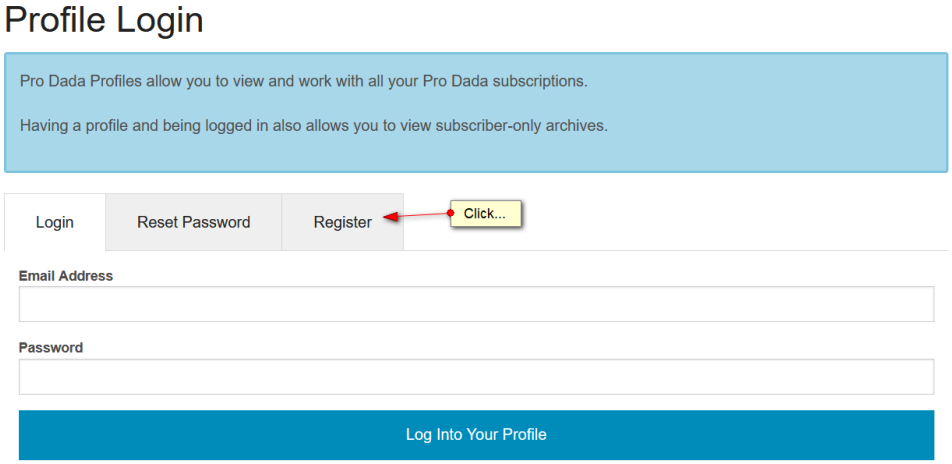
- An email from any forum you are subscribed to
- To be using a device (PC, phone, laptop, tablet) that has a web browser on it, and has access to the internet

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:

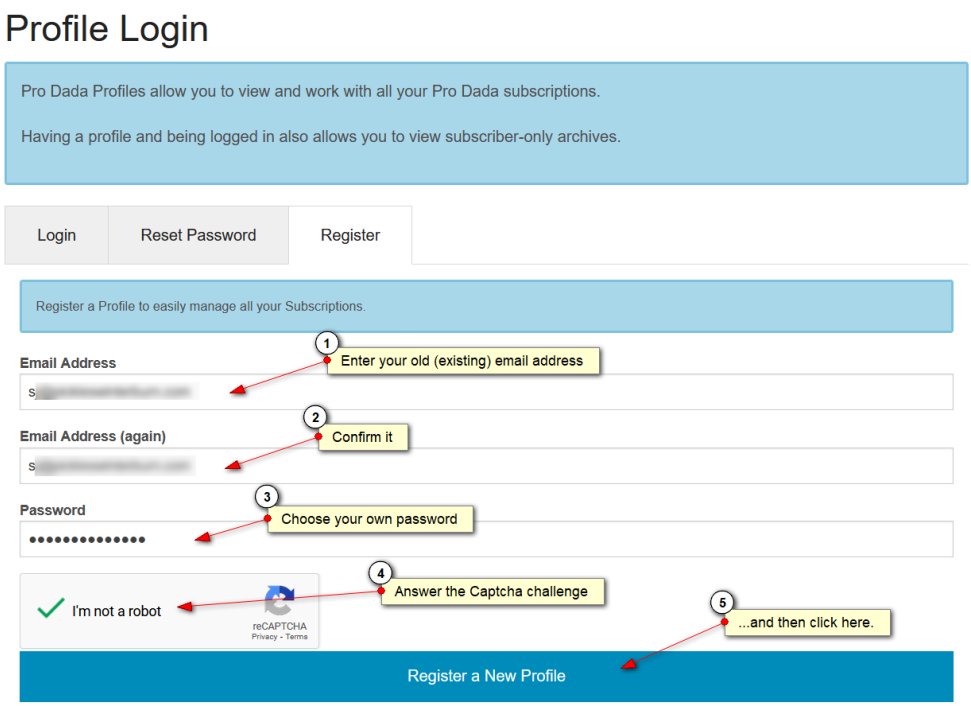
5. REGISTER FOR A PROFILE

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



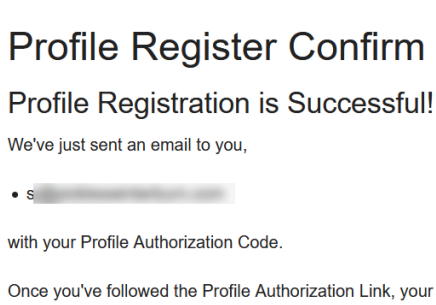
If you have changed your subscribed email address in the past, and already have a profile on the Forum system, **jump straight to Step 6 below.**

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

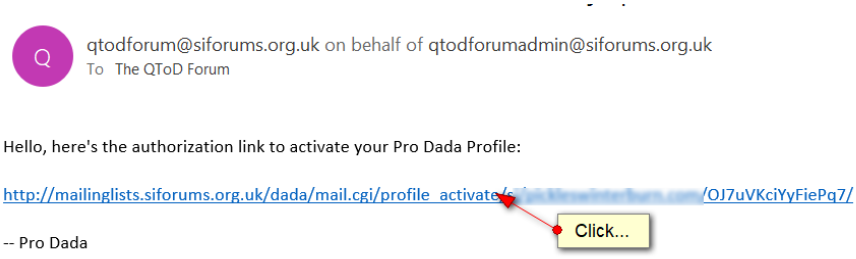


Fill in the form as shown. Be sure to enter your old (existing) email address, confirm it, pick a password, answer the Captcha challenge and click 'Register…' at the bottom of the form.

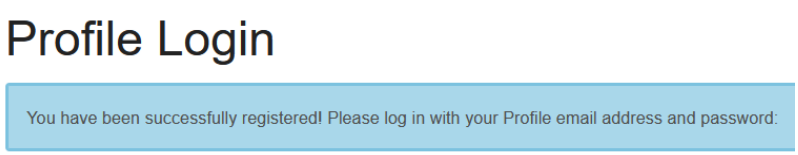
The system may take a few seconds to create your profile. When it has completed, you will see the message:



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.



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:

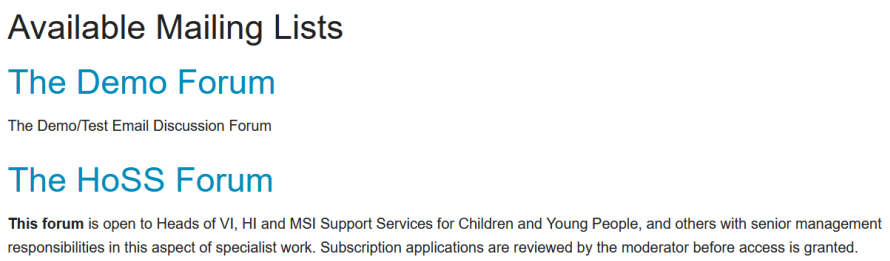


You can now proceed to login with the email and password you have just registered. **Jump to Step 7.**

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.

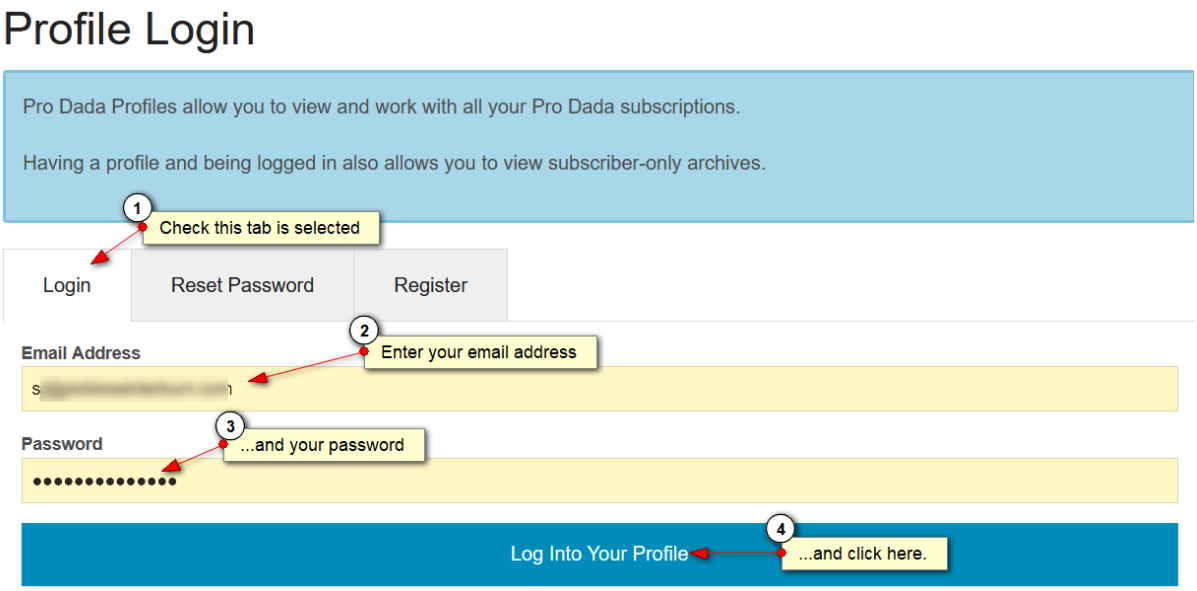


If you look in the top right hand corner of the page, you'll find a **Profile Register/Log In** link:

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

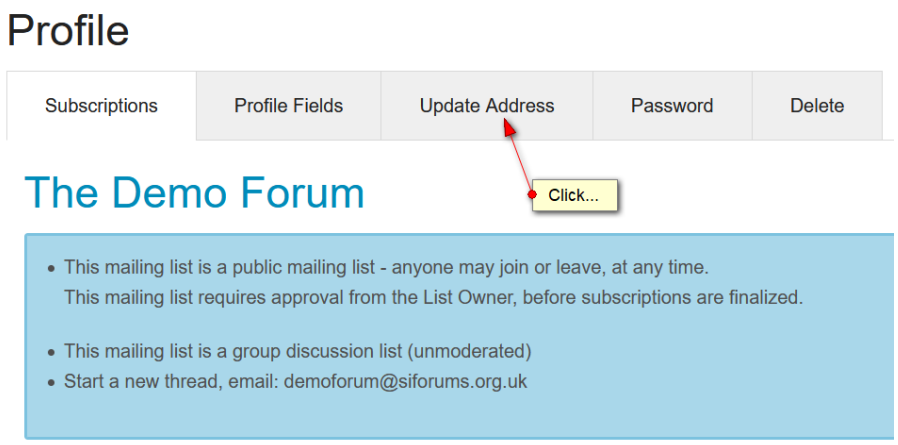
7. LOGIN TO YOUR PROFILE

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



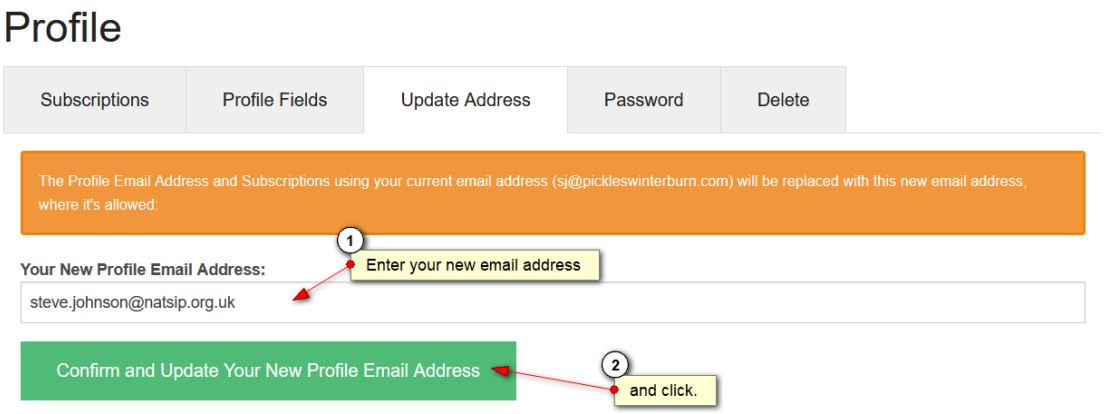
8. INSIDE YOUR PROFILE

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**



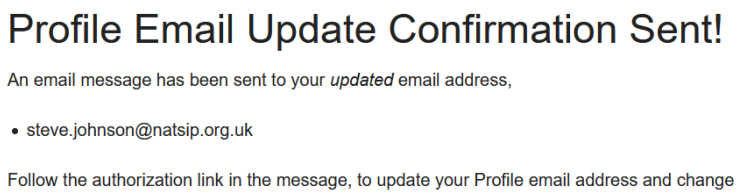
9. UPDATE YOUR MAIL ADDRESS

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

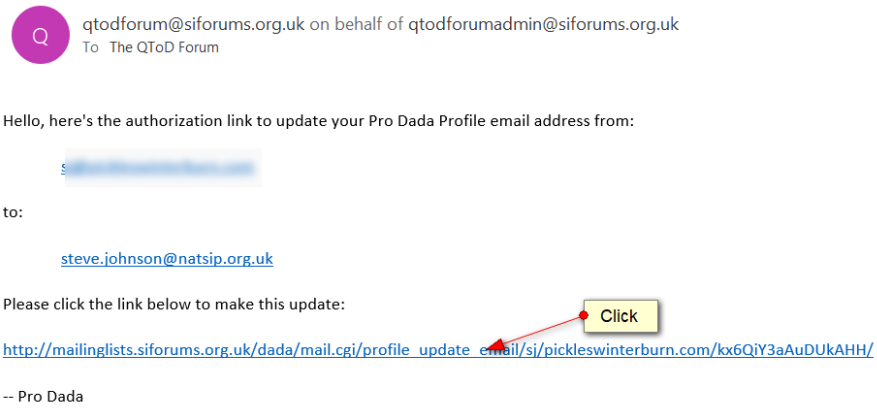


10. CONFIRM YOUR NEW EMAIL ADDRESS

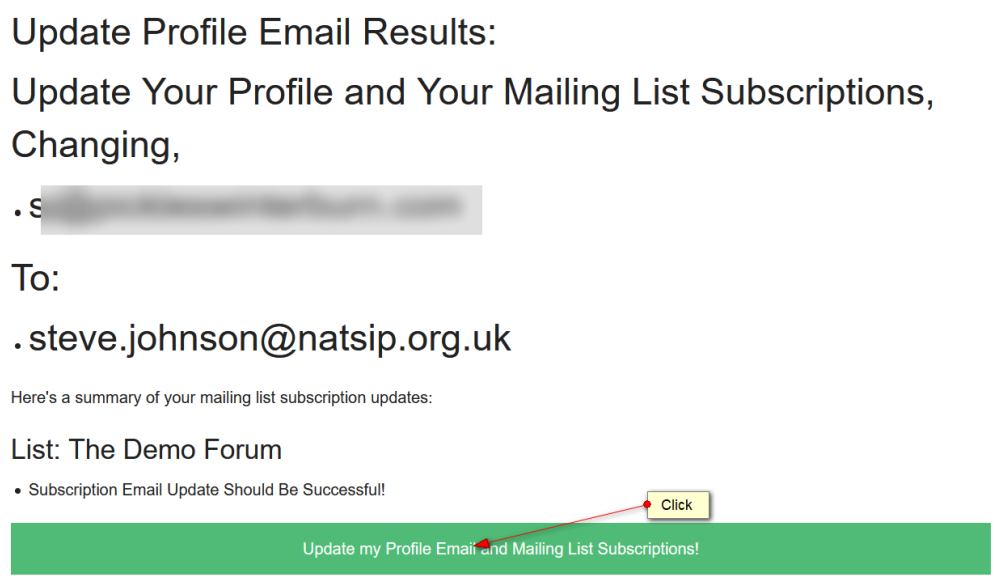
When you click **Confirm…** in Step 9, you'll see a message:



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.



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



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 --