**Message Board Tutorial**

SACME would like to introduce members to a new option for communicating with other members via our online message boards. For many years SACME has hosted a listserv for member discussions.

**Listservs** work in this way: A member sends a message to one email address and all members subscribing to that listserv receive the message via email and any replies are also sent to all subscribers. This is very effective but in some cases the disadvantage is that members may get emails they have no interest in, they may accidentally send emails, or get out-of-office rejections.

In contrast, **message boards** work in this way: Members may access the boards online to post or review questions and discussions. In addition, the member – at their own choosing – may subscribe to certain topics of interest to receive emails when a new message is posted on that topic. SACME has created multiple topics to which you may subscribe and you may recommend additional topics to the Communications Committee. You may also choose the frequency with which to receive the email notices (daily, weekly, immediate).

Additional Notes:

- Members may subscribe to email notifications for discussion forms or specific forum topics. Members will then receive notifications about new posts by email.
- Note however that these are just notifications. Members will still need to visit sacme.org to view the forum / topic or post. You will not be able to post/view directly via this email as this is not like a 'listserv'.
- Members may only subscribe for themselves and cannot be subscribed by the website administrator.
- Once a member has subscribed, both the website administrator and member are able to set/change the frequency at which the email notifications are sent.

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How to subscribe to a forum

To subscribe (or un-subscribe) to a forum, go to the forum page you are interested in and click on the Subscribe to forum link:
Subscribing to a specific topic

- Rather than (or in addition to) subscribing to the entire forum, a member might want to subscribe to specific topics only. In this case, go to the desired topic and use the **Subscribe to topic** link.
- Once subscribed you can also un-subscribe from the same place:
Forum subscription settings

Members can view/change all the forums/topics the member is currently subscribed to on the E-mail settings and log screen – from the member profile. Log in, (1) click on “View profile”, then (2) click on “Edit profile”:
Then click on Email subscriptions and edit as desired:

- All forums/topics the member subscribed to (including the frequency email notifications) are listed under "forum subscriptions" on the e-mail subscriptions tab of the profile.
- Forum email notifications can be requested for: Daily, Weekly, Immediate -- the default is Daily.
  - Daily - All forum notifications for each day are sent out once a day, in a single email.
  - Weekly - Forum notifications for the previous week are sent in one email, on Monday morning.
  - Immediate - The notification is sent right away (note however the actual delivery could be a few minutes or longer depending on the current mail server load).