

## TODOS E-Lists

TODOS currently has three E-Lists – or list serves – for members' communication.

1. [members@todos-math.org](mailto:members@todos-math.org)

The members list is the main E-List of TODOS where members can send information or ask questions to fellow members related to the mission and goals of TODOS. At the current time the members list is unmoderated, and replies go to the individual who sent the message.

2. [digest@todos-math.org](mailto:digest@todos-math.org)

The digest is a compilation of emails sent out to the members list. This is for people who don't like a lot of emails, but still want to be informed. Messages from members are not sent directly to the digest E-List. The digest list is moderated. Since the purpose is to cut down on the number of e-mails, e-mails sent to this list would not be sent.

3. [discuss@todos-math.org](mailto:discuss@todos-math.org)

The discuss list is for topics that may generate a lot of interest – hot topics if you will. Although it has not been used since the change in the E-Lists, it may generate a lot of emails from time to time. The discussion list is currently set so that replies are sent to the entire group enrolled in the list. Members who do not like a lot of emails from TODOS but want to follow discussions, probably should leave the delivery box unchecked.

TODOS is working on a simpler way to access the mail lists, but for now the following steps will take you where you need to be to access the E-Lists

1. Login with username and password
2. Go to FAQ under the members tab in the banner
3. Choose *How do I change my profile settings (#2)*.
4. Click on *simple search*
5. Enter you last name in the box
6. Click on *view profile* above your name

Now that you are on your profile, you will see tabs above the profile. Click on the *My E-List tab* and you will see the three E-Lists. By clicking on the subscribe or unsubscribe link, you can control which lists you join.

When you subscribe, you will need to enter an email address. **It is asked that you use the same e-mail address that is in your member profile. This will make it easier for the TODOS Membership Committee to track bounces that occur.** You will also be given the option of having mail delivered directly to your e-mail or only access it through the E-List portal.

Clicking on the list on the left hand column will give you a list of messages sent to that particular list.

Our service provider generates emails when you subscribe or unsubscribe from an E-List. The unsubscribe message also includes your membership expiration date. At certain times, the membership committee will unsubscribe people whose memberships are not current.

If you have any questions or suggestions please feel free to contact your member services committee [membership@todos-math.org](mailto:membership@todos-math.org) .