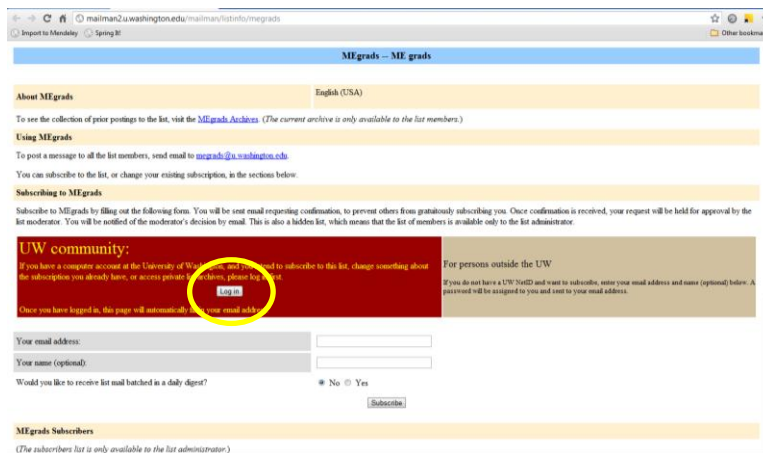


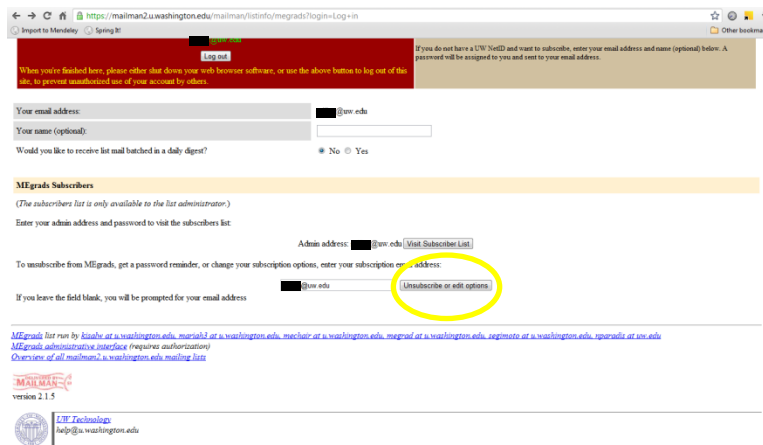
# Daily Digest for ME Grads E-mails

The following instructions apply to any mailing list using the University of Washington mailman system for mailing lists. It changes the delivery options so that you can receive a single e-mail daily that contains all of the e-mails from the past 24 hours. It makes it easier to manage the multiple e-mails we receive, but it does cause some information to come out shortly after it is no longer relevant.

- 1) Proceed to the following link which can also be found at the bottom of any ME Grads e-mail:  
<http://mailman2.u.washington.edu/mailman/listinfo/megrads>
- 2) Click “Log In” and enter your UW Net ID and Password



- 3) Click “Unsubscribe or edit options”



- 4) Scroll down to “Set Digest Mode” and change the status from “Off” to “On” and finally click “Submit My Changes” at the bottom of the screen.

The screenshot shows a web browser window with the URL <https://mailman2.u.washington.edu/mailman/options/megrads>. The page title is "Your MEGrads Subscription Options". Below the title, there is a section for "Mail delivery" with options for "Enabled" and "Disabled". The "Set Digest Mode" section is highlighted with a yellow circle, showing the "On" radio button selected. Other sections include "Get MIME or Plain Text Digests?", "Receive your own posts to the list?", "Receive acknowledgement mail when you send mail to the list?", "Conceal yourself from subscriber list?", and "Which topic categories would you like to subscribe to?".

- 5) Click “Log out” to complete the process.