



Subscribing and configuring the new Archives-BC List

The Archives-BC mailing list will be moving to a new home on July 1, 2015. The new mailing list will be a Google Group, accessible on the web to members in addition to serving as an electronic mailing list. This brief guide will help you get set up on the new Archives-BC mailing list.

Steps covered below:

- Subscribing to the new list
- Configuring your delivery preferences

If you have a Gmail-based email account, we recommend that you use it for your subscription, as it will make configuring your delivery preferences easier – though it is not necessary.

If you have any questions, please contact the BC Archival Network Services Coordinator, Dan Gillean, at: bcans@aabc.ca

Subscribing to the new list

1. Navigate to the web interface of the new group:
<https://groups.google.com/forum/#!forum/archives-bc>

You'll see a link to subscribe to the new group:

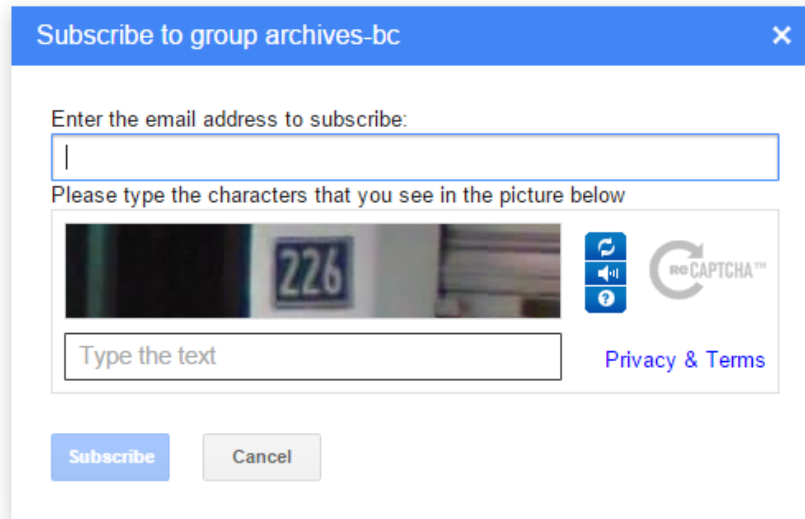
Archives-BC mailing list

You must be signed in and a member of this group to view and participate in it.

[Sign in to view this group](#)

[Subscribe to this group](#)

2. Once you have clicked on the link, add your email to the pop-up box that appears, and answer the security question



3. A confirmation email will be sent to your address. Click the confirm button:

We have received a request for this email address to join the [Archives-BC mailing list](#) group, hosted by Google Groups. In order for us to process this subscription, we need confirmation from you. If you did not request to join this group, you may ignore this message.
This message is the result of someone entering your email address in a public subscription box for this group. You will only be added to this group if you click on the button below.
If you have questions related to this or any other Google group, please visit the [Help Center](#).

[Join This Group](#)

Google groups [Start your own group, or stop invitations like this.](#) or [report spam.](#)

4. All done! The BC ANS Coordinator will receive a notification of your request to join the list, and I will approve the account. Once that is done, you will receive another notification letting you know your account is approved. Now you can configure your preferences for the group if you wish.

Configure your mailing list preferences

By default, you should be set to receive all messages as individual emails. However this can be changed to a daily digest if preferred. There are 2 sets of instructions below: if you have subscribed with a Google account (e.g. a Gmail address), and if you haven't.

If you have a Google account, and you subscribed to the mailing-list with that account:

(If you don't have a Google account, you can skip down to the section below)

1. Simply navigate to the group's web home, here:

<https://groups.google.com/forum/#!forum/archives-bc>

You will see a message to sign in to view and participate. Click the sign-in link (there's also one at the top-right corner of the page)

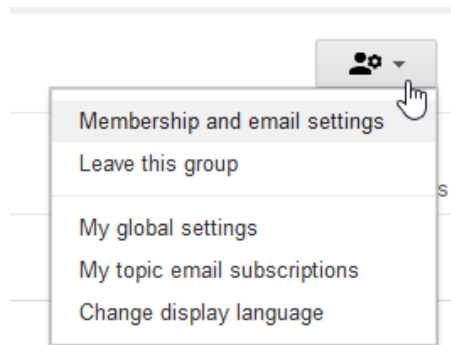
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2. Once signed in, there will be a gear and avatar icon in the top-right corner. Click this, and in the drop-down menu, select membership and email settings:



3. From there you will see a pop-up where you can configure your preferences:

My display name:



Email used for your membership: dan@.

Email delivery preference: **Notify me for every new message (fewer than 1 per day)**

Automatically subscribe to this group
Other members of this group's email address could discover your address

Don't send email updates
Send daily summaries
Send combined updates (25 messages per email)
Notify me for every new message (fewer than 1 per day)

4. Select your delivery preference, click save, and you're done!

If you don't have a Google account:

There are two options available to you. You can either create a Google account using your current email address (no need to create a new email address), **or you can send your preferences to me, and I will update them for you.** To do so, send me an email at bcans@aabc.ca

To create a new account using your current email:

1. Navigate to the group: <https://groups.google.com/forum/#!forum/archives-bc>
2. You will see a message to sign in to view and participate. Click the sign-in link (there's also one at the top-right corner of the page)

Archives-BC mailing list

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[Sign in to view this group](#)

[Subscribe to this group](#)

3. You will be taken to a Google log in page. At the bottom of the page, you will see a link to create a new account
4. When you click it you will have the option to create an account using your current email address:

Create your Google Account

One account is all you need

A single username and password gets you into everything Google.



Take it all with you

Switch between devices, and pick up wherever you left off.



Name

First Last

Choose your username

@gmail.com

[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday

5. Follow the steps that Google will guide you through
6. Once you are done, you can return to the group, and follow the steps above to configure your preferences

Update your address book on July 1

As of July 1st, we will be shutting down the old mailing list, and switching over to the new Google Groups based one! Please be sure that you've updated your contacts, password managers, and the like!

Where can I find help on using a Google Group?

- https://support.google.com/groups/topic/2459438?hl=en&ref_topic=9216

Please feel free to send me any further question you might have: bcans@aabbc.ca