## How to Join a CERF E-list

Follow the steps below to subscribe to a CERF E-List. If you have any issues, please contact the CERF Office at **info@cerf.science** or (206) 209-5262.

Step 1: Log into your profile and click on the My Profile tab.



**Step 2:** On your profile, hover over My Features in the top menu bar. Mouse down and click on E-lists.

My Community	My Profile Connections	My Features	Inbox	Search Directory		
		Circles				
	CERF Office 4 years ago	Photos E-lists		Latest Photos		
	Last online less than a minute ago		No photos uploaded yet.			
	Profile views 0 view(s)			Circles		
My Status				Show all (0)		

**Step 3:** This page displays any E-lists you are eligible to join. From this page you can subscribe to or unsubscribe from any of the lists.

- The *Subscribed* toggle adds or removes you to the e-list.
- The *Email Delivery* toggle turns on or off email delivery of all e-list messages.
  The recommended setting is ON. If you turn this off, you will have to login to your CERF profile and click into each e-list to view new messages.
- Click on the E-list Name to view a summary of all messages that have been sent.

My Community	My Profile	Connections	My Features	Inbox	_	Search Directory	Q
E-lists							
E-list Name					Subscribed	Email Delivery	
All Members					ON The	ON	