

Groups.io Email Group
dfhguild@groups.io



A. Join the Group

1. **visit:** <https://groups.io/g/dfhguild/>
2. **click:** + Apply For Membership In This Group
3. **submit:** Email address
4. **confirm:** Watch for the confirmation email in your inbox. Your registration will NOT be completed if you don't reply to this email!

If you are on the current membership list, a moderator will confirm your subscription

B. Manage Your Account

1. **Visit:** <https://groups.io/g/dfhguild/>
2. **Login** using link on top of page or green button in middle on page

A screenshot of the Groups.io website for the Duluth Fiber Handcrafters Guild group page. The page has a blue header with "Groups.io" and a search bar. On the right side of the header, there are "Log In" and "Sign Up" buttons, both circled in red with a red letter 'B' and 'A' respectively. On the left side, there is a navigation menu with "Home", "Calendar", and "Apply For Membership In This Group" (circled in red with a red letter 'A'). The main content area features the guild's logo and name. Below the logo, there is a "Group Description" section, a "Group Information" section with details like "75 Members" and "69 Topics", and a "Group Settings" section with various options. At the bottom, there is an "Integrations" section with two buttons: "+ Apply For Membership In This Group" (circled in red with a red letter 'A') and "Log In If You Are Already A Member" (circled in red with a red letter 'B').

Groups.io Basic Features and Settings

The screenshot shows the Groups.io interface. At the top, there are navigation links: "Your Groups", "Find or Groups", and "Find or Create a Group". The user is logged in as "Guild Member". A dropdown menu for the user shows "Account" and "Logout". The main content area shows a list of groups with columns for "Group", "Delivery", and "# Members". The "dfhguild" group is selected, and its "Single" delivery preference is highlighted. A legend at the bottom explains the numbered callouts: 1 points to the group name, 2 points to the Account link, and 3 points to the Single delivery preference.

1 Click here to to see the Guild Group

2 Click here to adjust your timezone or change your password

3 Click here to adjust your email delivery preferences

1. dfhguild

Click here to:

- View archive of email [Messages](#)
- View [Calendar](#)
- View [Files](#) including board meeting minutes and newsletters.
- Edit Email delivery preferences ([Subscription](#)). See Email Delivery below.

2. Account

Click here to:

- Change Password: ([Login](#))
 - Change Timezone: ([Preferences](#))
- Tip:** Check your timezone if calendar reminders have the wrong times!

3. Email Delivery

Edit Email delivery preferences (also found under Guild Group above). You can choose how you want emails delivered including:

- [Individual Messages](#): You will receive each message in an individual email.
- [Full Featured Digest](#): Group up to 12 messages together as one email instead of being sent individually (rich formatting).
- [Plain Digest](#): Group up to 12 messages together as one email instead of being sent individually (plain formatting).
- [Daily Summary](#): A daily summary, delivered in the morning, of the group's messages from the previous day.