How to Change Your Listserv Settings

Members can choose how to receive listserv messages by selecting one of the following modes:

**Digest mode** allows you to receive one e-mail per day with all of your messages.

**Index mode** gives you the option of only reading the e-mail subject lines in one message per day.

**Vacation mode** allows you to read all of your messages online, without receiving any e-mails in your inbox.

**To change your listserv settings:**

Log in to the SDCBA website and go to your My SDCBA page.

Under the “My Communications Preferences” section, click “My Listserv Settings.”

Click “List Settings” at the top of the next page.

Select the setting you desire for your listserves from the drop down menus.
How to Automatically Move E-mails to a Specific Folder in Outlook

NOTE: Every first business day of the week members receive the SDCBA's e-publication This Week at the Bar to keep you apprised of the SDCBA's programs and initiatives. If you use Outlook as your e-mail server and would like to automatically move the messages to a specific folder and not receive them in your inbox, use the following guidance:

- Go to “Tools” on the Menu Bar
- Select “Rules and Alerts”
- Select “New Rule”
- Select “Move message from someone to a folder”
- Under Step 1: Select condition(s), select “from people of distribution list”
- Under Step 2: Edit the rule description, select click on the words “people of distribution list”
- In the “From -->” field, type bar@sdcba.org
- Next, under Step 2: Edit the rule description, click the word “specified” to select which folder you would like the e-mail from bar@sdcba.org to go to
- If you would like to create a new folder for these e-mails, click “New...” on the right hand side of the pop-up box and enter the name for this new folder
- Click “Finish” to close the rule editing box

Please note that by creating this rule in Outlook, all e-mails sent to you from bar@sdcba.org will go straight to your new folder, without notifying you. To ensure that you do not miss any important e-communications from the Bar, be sure to check this folder frequently.