



DHARMA OCEAN FOUNDATION

Dharma Ocean Website Help Series

About Email

February 12, 2009

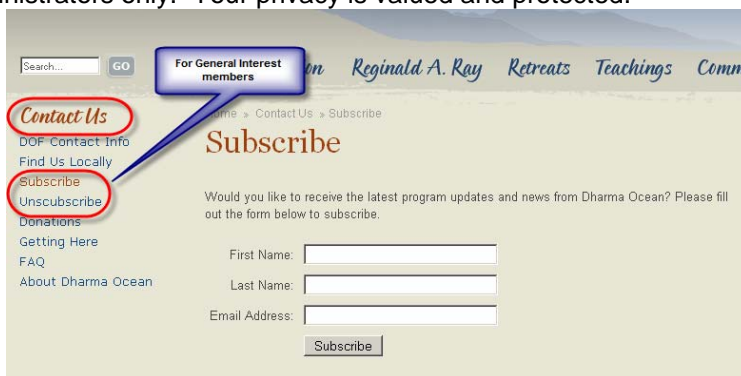
This handy little guide describes how to send manage your email subscriptions, and how to send emails to your fellow community members.

Managing Your Subscriptions

There are two types of email groups: general interest, and community members.

General Interest

Anyone can sign up online to receive general interest emails from Dharma Ocean. To do this, use *Contact Us – Sign Up*. You can unsubscribe from these emails via *Contact Us – Unsubscribe*. An unsubscribe option will appear at the footer of emails as well. People who are signed up for general interest emails will receive emails from Dharma Ocean administrators only. Your privacy is valued and protected.



Community Members

Although one cannot become a community member online, new members are welcome by contacting membership@dharmaocean.org. Once you are a member of a community, you will receive all communications from Dharma Ocean regarding your community. Note that members cannot opt out of this type of email, since the messages contain important communications to members.

Members can, however, opt out of emails from *other members*. For example, you might not want to receive emails from other Dhyanasangha members. This is managed in the 'my account' page. If you have opted out from community emails, you cannot send community emails.

Edit Email/Username

Your email address is also your username

Email/Username

Confirm Email/Username

Change Password

New Password

Confirm New Password

All the groups you are a member of are listed here.
This person is a member of Dhyanasangha, but not Mahasangha

Email Subscriptions

- Dhyanasangha
- Sadhakas
- Meditation Instructors
- Vajrasangha

If the group is checked, you can send and receive group emails.

Note: if you deselect a group, you will still receive group emails from DOF, but you will not receive emails from other group members

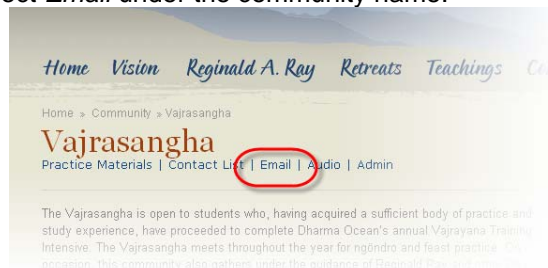
How to Send Email

To send an email to the entire community, you need to be logged into the Dharma Ocean website. Your email client is no longer the way to send community emails. For example, you might be accustomed to using Outlook or Thunderbird to send emails to the Dhyanasangha Google group. Now, the Dharma Ocean website is the place to go to send group emails. This helps reduce spam, and allows you to change your own email address in one easy, central location.

1. Go to www.dharmaocean.org
2. Under the *Community* menu, select the community to which you wish to send email. The diagram below shows selecting the Vajrasangha.



3. If you are not logged in, you will be prompted to login.
4. Once you are logged in, select *Email* under the community name.



5. Enter your message, and hit the *Send Message* button.

[Home](#) » [Community](#) » [Vajrasangha](#) » [Email](#)

Email

[Overview](#) | [Practice Materials](#) | [Contact List](#) | [Email](#) | [Audio](#) | [Ad](#)

To: Vajrasangha

From: Joe Member <joe@foo.com>

Subject:

Message:

Not Able to Send Emails?

If sending email is not working for you, verify the following:

- You need to be logged in
- You need to be a member of that community. To see what communities you are a member of, go to the 'my account' link. Your communities are listed under *Email Subscriptions* (see figure below)
- If you have opted out from emails from other community members, you cannot send email to them. Check your account settings via the 'my account' link found in the upper right corner of the screen.

Dharma Ocean

logout | my account

Retreats Teachings Community Contact Us

Edit Email/Username

Your email address is also your username

Email/Username

Confirm Email/Username

Update Email/Username

Change Password

New Password

Confirm New Password

Change Password

Email Subscriptions

- Dhyanasangha

- Sadhakas

- Meditation Instructors

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Update Subscriptions

All the groups you are a member of are listed here. This person is a member of Dhyanasangha, but not Mahasangha

If the group is checked, you can send and receive group emails. Note: if you deselect a group, you will still receive group emails from DOF, but you will not receive emails from other group members