

Joining the Gynae Sarcoma Groups.io

1. Go to GynaeSarcoma@groups.io using the Web address <https://groups.io/g/GynaeSarcoma>
2. Please review the home page and then press the blue **Apply for Membership in this Group** button.
3. You will be taken to a Home page to enter your email account. Once entered, select the green **Confirm email Account** button and an email will be sent to your email account.
4. Open the email and press on **Confirm account** to take you to your group.io page and the prompt to input your chosen password.
5. You can then **set up your profile** if you wish.
6. Your subscription to the Gynae Sarcoma Support Group will be reviewed and approved by one of the moderators.

Changing your account settings

1. Once you're logged in, you'll be able to change account settings, like your password, time zones or adding a profile picture.
2. To do this, log into your account. Then, click on your user name in the top right hand corner of the screen. On the drop down, click **Account**.
3. On the new screen you will see a menu on the left hand side, including items for **Preferences** and **Security**. Click on the appropriate menu item to change the preferences you require.

Managing your subscription

1. You can also manage how often you receive email notifications from the forum, or suspend notifications entirely.
2. To do this log into your account. Look for the **Your Groups** button at the top of the screen and click.
3. On the drop down, select **Manage my Subscriptions**.
4. On the new screen, a table will appear. If you're a member of just the Gynae Sarcoma group then it will be the only option displayed, but if you belong to multiple forums, these will be listed here. Select the Gynae Sarcoma forum by checking the box next to it.
5. Once the box is checked, click the **Actions** button below the table. Subscription options will appear. Select your preference (you can only select one).
6. The **Verify Action** box will pop up, click **Yes** and you're done!

Sending messages

You can send messages in two ways on groups.io: by email or directly on the forum.

Sending messages by email

1. Open up your email using your preferred website or platform.
2. Create a new email and address it to GynaeSarcoma@groups.io.
3. Write a unique subject line starting with [GynaeSarcoma] to enable email filtering by the other members of the Forum. You can include hashtags if you wish to in the subject line (more about hashtags below).
4. Compose your message.
5. Send your email – it will go to everyone in the forum.

Sending messages directly via the group

1. Log into your groups.io account and enter the Gynae Sarcoma group.
2. From the menu on the left, select **New Topic**. It will automatically input (GynaeSarcoma) for filtering the emails.
3. Choose a subject line, just like you would for an email.
4. You have the option to add hashtags to the message in the **Add Tags** drop down. This is optional, so you can skip it if you wish. You can find out more about hashtags below.
5. Type your message out in the large content box.
6. Once you're finished, click the blue **Send** button below the large content box. The message will be sent to everyone in the group.

How to use hashtags

1. Hashtags are convenient ways for members to group messages on groups.io.
2. By using hashtags in your email subject line or from the drop down options online, other members will be able to quickly see if the message is of interest to them, or if they can help.
3. Hashtags are entirely optional.
4. Current group hashtags in use can be found in the #Hashtags left hand menu.

Unsubscribing / Deleting your account

If you no longer wish to belong to GynaeSarcoma@groups.io, you may unsubscribe at any time by sending an email to GynaeSarcoma+unsubscribe@groups.io

If you want to delete your Groups.io account:

1. Log in to your Groups.io account and scroll to the bottom of the page.
2. Click the **Delete My Account** button at the far right.
3. On the Delete Your Account page, enter **I understand** to verify that you want to delete your account, then click **Delete My Account**.

If you have any further questions, please send an email to the group administrator at GynaeSarcoma+owner@groups.io.

Additional help with Groups.io can also be found in the "Help" section, located on the top blue menu, next to your user name.