

## How to change frequency of emails from the Tamworth Exchange

The Tamworth Exchange is a Google Group. You have to be a member to participate. Instructions on how to get started:

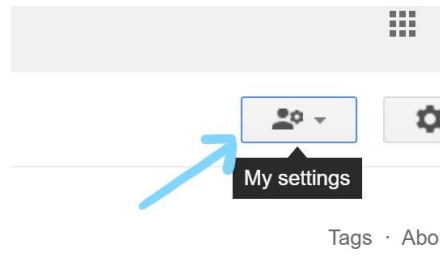
- [Joining the Tamworth Exchange](#)
- [How to join Google Groups with an email that is not Gmail](#)

Once you are a member, you have four options for how you prefer to have the Tamworth Exchange delivered to you:

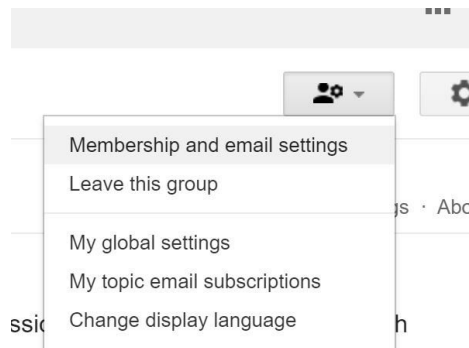
1. **Don't send email updates.** *This means you only see Tamworth Exchange messages if you login at <https://groups.google.com/forum/#!forum/tamworthexchangenh>.*
2. **Send daily summaries.** *This means you get one email a day with a list of all the messages for the past 24 hours.*
3. **Send combined updates (25 messages per email).** *This means you might get one, two, or more emails a day with a list of recent messages.*
4. **Notify me for every message.** *This means every time someone posts on the Tamworth Exchange, you get an email.*

### How to change your email delivery preference on a computer:

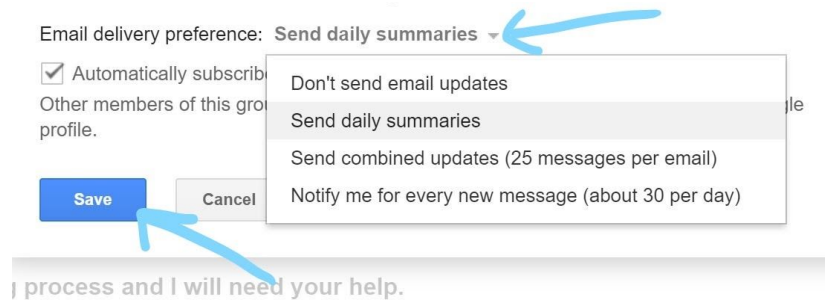
1. Login to the Tamworth Exchange, <https://groups.google.com/forum/#!forum/tamworthexchangenh>
2. At the top right, select the My settings button.



3. From the drop-down menu, choose Membership and email settings.

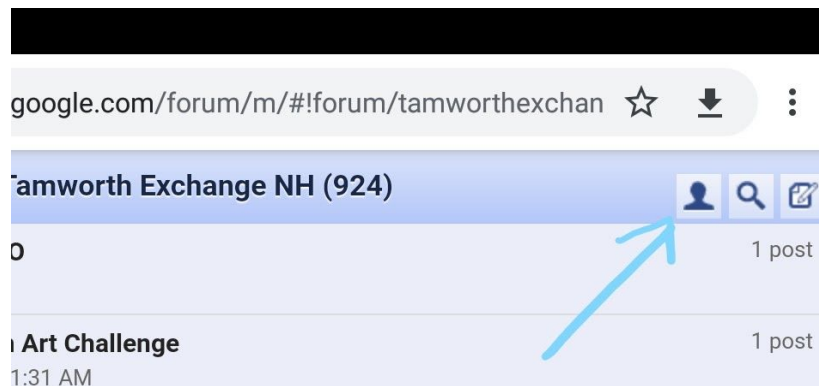


4. In pop-up window, choose your preference for Email delivery preference from drop-down list. Save.



### How to change your email delivery preference on a tablet or phone:

1. Login to the Tamworth Exchange, <https://groups.google.com/forum/#!forum/tamworthexchangenh>
2. At the top right, tap the My Settings button.



3. Choose your preference for Email delivery preference from drop-down list. Save.

