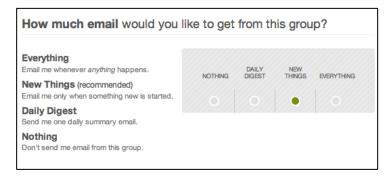


MANAGING YOUR EMAIL SETTINGS:

- 1. Log into the city: https://mdchurch.onthecity.org/
- 2. Select which **group** you would like to edit your email settings $\rightarrow \rightarrow \rightarrow$
- 3. Select the envelope icon for "Email Settings"
- 4. Select the appropriate **setting** for each group



- 5. Did you know that you could interact with The City **from your email**?
 - a. To reply to a topic or message, simply hit reply in your email server, type your response, and hit send.
 - b. To reply to an <u>event</u>, simply hit reply in your email server with your response of yes or number, the number of people attending the event (including yourself), and hit send.

