

## New Daily Update Subscription Service on Web Site

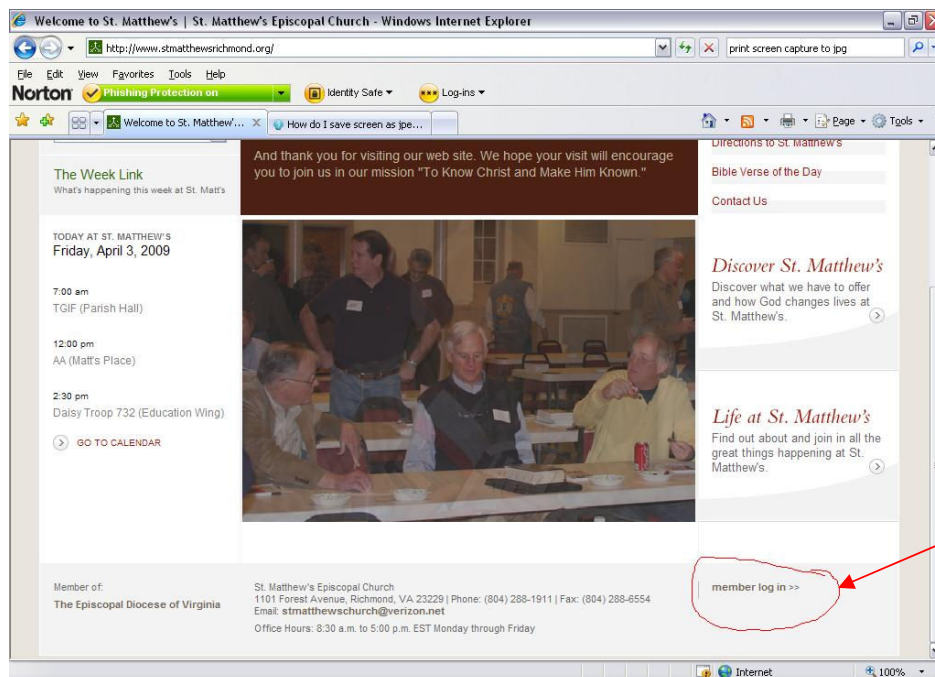
We have a new way to stay current with our St. Matthew's Web site. Now you can have updates sent daily to your email address, notifying you of new postings on the site. Plus, you can choose what types of updates you receive.

You can pick the type of content you wish to know about, for example, announcements, image galleries, or sermons. So if you choose "announcement," then each day a new announcement is posted on the site, you will receive an email with a link to that announcement. If nothing is posted that day in any area you have chosen, you will not receive an email.

You can also choose notification based on topics. For example, if you choose "Devotional" from the list of topics, each day a devotional is posted, you will receive an email with a link to the devotional on the site. Other topics will include adult education, children's education, Episcopal news, among others.

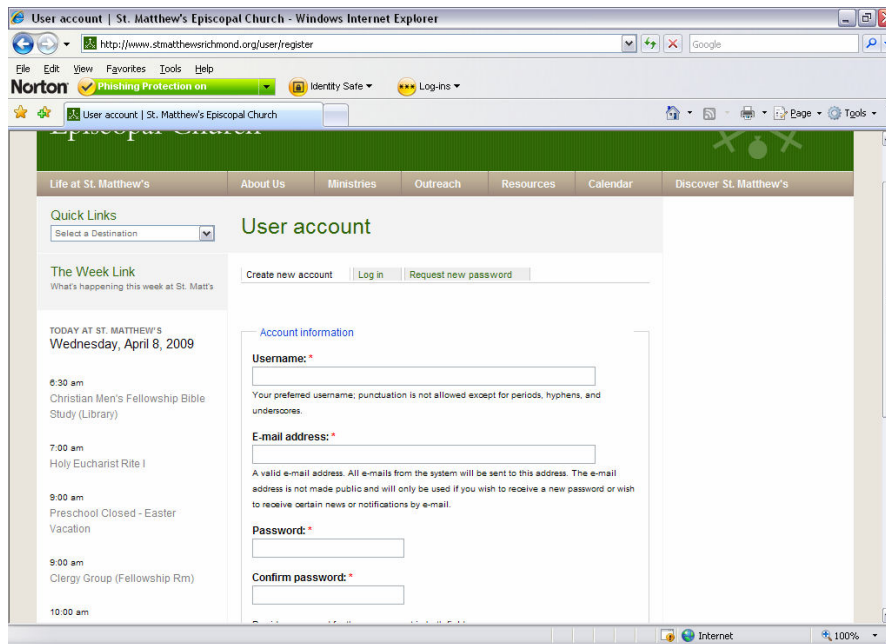
This new subscription service will keep you informed about the information you choose. Plus, you can easily unsubscribe from any of the areas you have chosen, or add new areas. It's very flexible and user friendly.

To subscribe to the daily updates, simply enter the St. Matthew's site ([www.stmatthewsrichmond.org](http://www.stmatthewsrichmond.org)), go to the lower right hand corner and click "member log in".

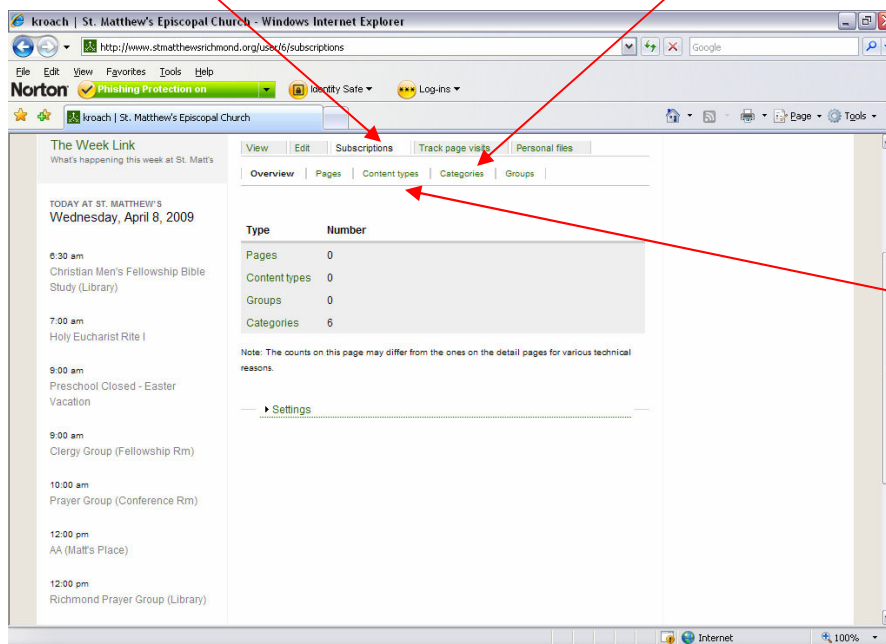


Then on the new page click the tab "Create new account", fill in the Account Information, put your full name in the "Personal Information" box, and click "Create new account".

Make sure you write down your user name and password in a safe place so you can later access your account.



Once you have created your account, you will see a page with your user name at the top. Click on the "subscriptions" tab.



Categories

Content types

Then click the "content types" tab below "subscriptions, making your choices by clicking in the boxes by the content areas about which you wish to be notified. Be sure to click the "save" button below the content area. Next, click on the "categories" area and choose first, any sections of the site in which an update would be of interest, and second, subscribe to notifications by topics, for example

“adult education.” If you choose “adult education,” then you would receive email notification about postings related to that topic. Be sure to click the “save” button below the topics area. The topics list will be growing, so check back frequently through your personal account during the next month or so to learn about additional topics.

To unsubscribe to a particular content type or category topic, look for the unsubscribe statement and link on your daily update email. There will be an unsubscribe statement below each content area or topic about which you were notified. Simply click on the link to unsubscribe by content type or category topic.

Please email your questions to [StMatthewsChurch@verizon.net](mailto:StMatthewsChurch@verizon.net)