



Leeds Dar Ahlulbayt Cultural Centre

<http://www.ahlulbaytleeds.com>

Adding yourself to the new Mailing List

It is **required** that you sign-up to the new mailing list otherwise you will **not** receive any more emails from the Leeds Dar Ahlulbayt Cultural Centre.

Those who have already signed up don't need to do anything.

How to get to the sign-up page

Please go to: <http://www.ahlulbaytleeds.com/index.php>

Then enter your email into the box:

The screenshot shows a form titled "Mailing List" with the following elements:

- E-mail:** A text box containing "your_email@address.com" with a callout box labeled "1".
- Groups:** A list of four options with checkboxes:
 - General Programs
 - Arabic Programs
 - English Programs
 - Farsi ProgramsA callout box labeled "2" points to the "English Programs" checkbox.
- Subscribe:** A radio button that is selected.
- UnSubscribe:** An unselected radio button.
- Proceed:** A button with the text "Proceed" and a callout box labeled "3".

1. Write your email address in the text box correctly.
2. Select the groups you want by clicking the square boxes so that they have a tick. You are given the choice so that emails we send you will be more relevant to you.
3. Click the Proceed button to take the next step.

A new page will appear in a new window (or tab) that will tell you to go check your emails for the confirmation email. You may close this if you wish.

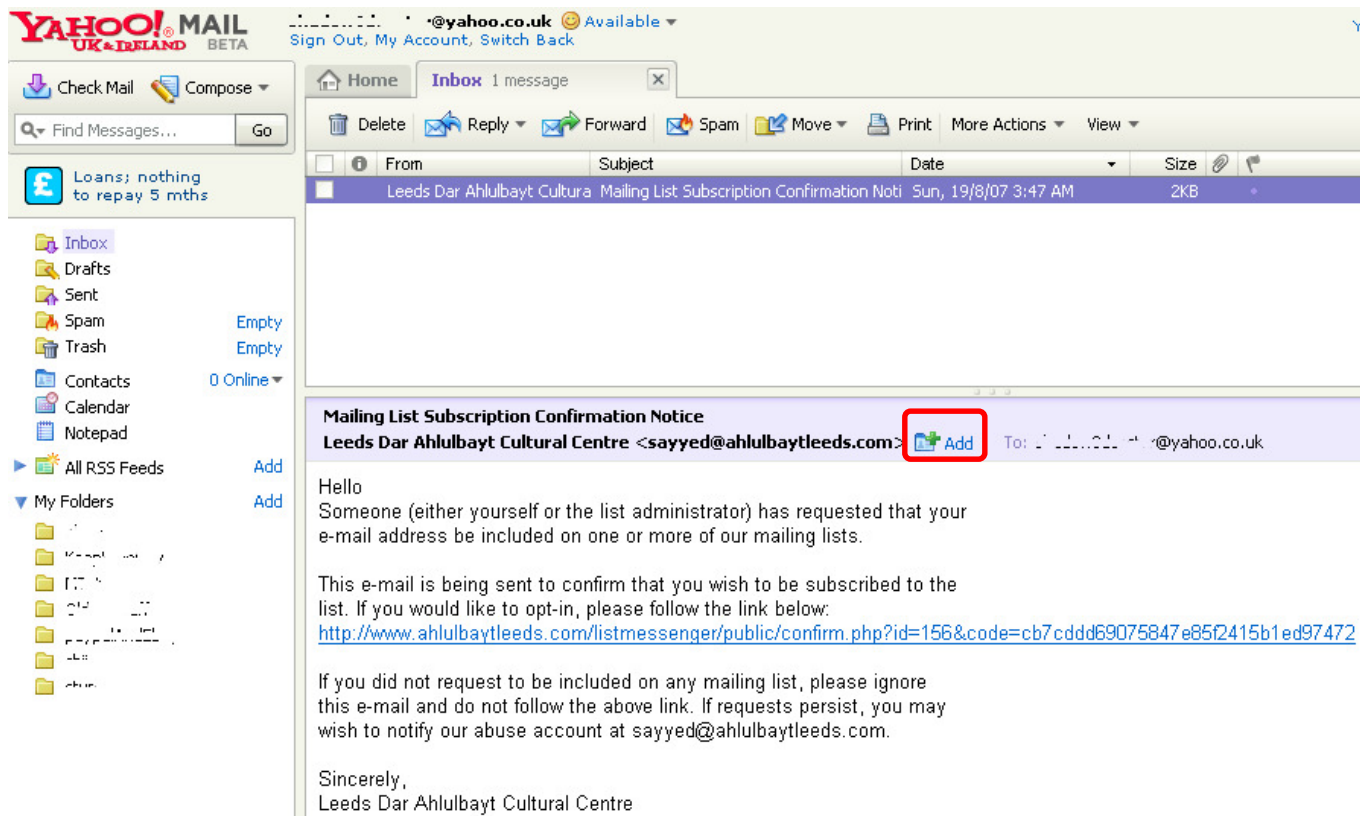
Please continue to the next page below.



Checking your Email

Go and log into your email client (e.g. hotmail, yahoo, etc). Find your email in your **Inbox**, and if it isn't there then please check the **Junk Mail** or **Spam** folder. Open the email.

(In this example I show you how it appears in Yahoo mail)



Before clicking the link in the email you should add the sender of this email to your 'safe list'.

Adding an email address to your safe list (contacts)

Doing this will ensure that future emails from the Dar go into your inbox rather than the Junk or Spam folder.

If you are using *Yahoo* mail then **click the 'Add' button** that is right next to the email address of the sender. Then click *Save*.

If you are using *Hotmail* then **click the 'Save Address' button** that is above the email address of the sender. Then click *OK*.

If you are using another email client then Click the *Options* link and seek the relevant subcategory/link. You must add the email address sayyed@ahlulbaytleeds.com to your safe list.

People who have already signed up to the mailing list are recommended to do the same thing even if you are receiving emails in your inbox.

Confirming your email

Click the blue link in the email and it should open up the confirmation page.

If there is some sort of error then it may be because the link is being wrapped across multiple lines by the email client program. To solve this problem you must copy and paste each line of the link individually, one after the other into the address bar of your browser, then press enter (or click Go).

If you never receive an email (please wait up to a day) it may be because you entered your address incorrectly. Try signing up again. If this doesn't work then please email the webmaster: webmaster@ahlulbaytleeds.com

Click the Confirm button:

Confirmation Required

Please confirm the following information prior to clicking the confirm button.

E-Mail Address: @yahoo.co.uk

Group Information: → Main Programs
→ English Programs

Thank You, and welcome to the Dar's new mailinglist.

-- By the Webmaster of AhlulbaytLeeds.com