

Feature Brief: Mailing List Subscriptions

Kavi® Groups supports two types of mailing list subscriptions for group members: regular and digest. Each subscription type corresponds to the delivery mechanism for messages sent to the mailing list: regular subscribers (the most common case) receive individual email messages and each message is delivered as soon as possible; digest subscribers receive multiple email messages at once and the message batch may be delayed until either enough messages have arrived (30) or enough time has passed (48 hours).

In addition to the two mailing list subscription types, organizations may allow group members to unsubscribe from mailing lists entirely. If this option is enabled, users will see subscribe and unsubscribe links in the Email Messages section of their groups.

Managing Mailing List Subscriptions

Kavi® Groups 3.4 simplifies mailing list subscription management through a centralized subscription management area. This area is available to all users by clicking the Email tab on the My Groups portal page. From there, users can select the Manage Subscriptions link to change the subscription type for any of their group lists (see Figure 1).

All Groups Page

[All Groups](#) > [My Groups](#) > [My Subscriptions](#)

[My Groups](#) | [RSS Feeds](#) | [Calendars](#) | [Documents](#) | [Ballots](#) | [Action Items](#) | [Email](#)

My Subscriptions

This page provides a summary of your Group memberships and associated mailing list subscriptions. You may use this page to change your list subscription status for any given list, or to quickly jump to the list message archives.

[Subscribe All \(Regular\)](#) | [Subscribe All \(Digests\)](#) | [Unsubscribe All](#)

Group	Group Role	Subscription Type	Actions
Board	Member	regular	Messages Unsubscribe Subscribe Digest
Compliance Committee	Member	---	Messages Unsubscribe Subscribe Digest
Internal Communication	Group Chair	regular	Messages Unsubscribe Subscribe Digest
Marketing	Member	regular	Messages Unsubscribe Subscribe Digest
Messaging WG	Group Chair	regular	Messages Unsubscribe Subscribe Digest
Public Relations WG	Group Chair	regular	Messages Unsubscribe Subscribe Digest
Technical	Member	---	Messages Unsubscribe Subscribe Digest

Figure 1: My Subscriptions Page

Bulk Action Shortcuts

Users belonging to many lists will appreciate the bulk subscribe and unsubscribe actions presented here. The ability to quickly subscribe to all lists as a regular or digest subscriber, or to simply unsubscribe from all lists at once can greatly simplify the subscription management task for heavy application users. These shortcuts are available via the [Subscribe All \(Regular\)](#), [Subscribe All \(Digests\)](#), and [Unsubscribe All](#) links on this page.