

COMMUNICATION FROM U3A BANYULE

Most of our news is sent out by email and therefore it is important you keep your email address in MyU3A up to date. Additionally you may need to alter your email security settings to ensure U3A Banyule emails arrive to your inbox.

If you wish to contact us, then please go to the **CONTACT** page of the U3A Banyule website – [U3A Banyule Contact](#)

To update your email address or just check it is correct go to Member Log In on the U3A Banyule website – [Member Log In](#)

Step 1. Log in using your credentials

Step 2. At the bottom of your first page click on 'Update Profile'

Please note: This page covers only membership. Click a Classes button below for class information.

[Next](#) [Update Profile](#) [Change Membership](#)

If you want to enrol in 2022 classes click the [Classes 2022](#) button. [Classes 2022](#)

If you will be absent from class, put in an apology. [Apologise](#)

Absence from: Date(d/m) to: Date(d/m)

u006(4)

Step 3. You will now see all your details that can be updated. Scroll down to email address and update to your current address. Whilst you are on this page also scroll down to 'Would you like to receive the Newsletter' and check that the email box has a black dot in it. Like this:

Would you like to receive the Newsletter? No Post Email

Step 4. Then at the bottom of the page click on 'Commit'. Your records are now updated.

To update your details, click [Commit](#) or to ignore the changes you made, click [Cancel](#)

[Commit](#) [Cancel](#) [Exit](#) u006(7)

Additional Information

If that is all correct and you still do not receive emails from U3A Banyule you may need to check your Junk folder. Some email providers may consider our communications suspicious or junk. To prevent this from occurring you need to add our email address to your Safe Senders listing. In Microsoft Outlook this is under the Junk Email Options.

Choose the tab Safe Senders and Add omail@myu3a.net

