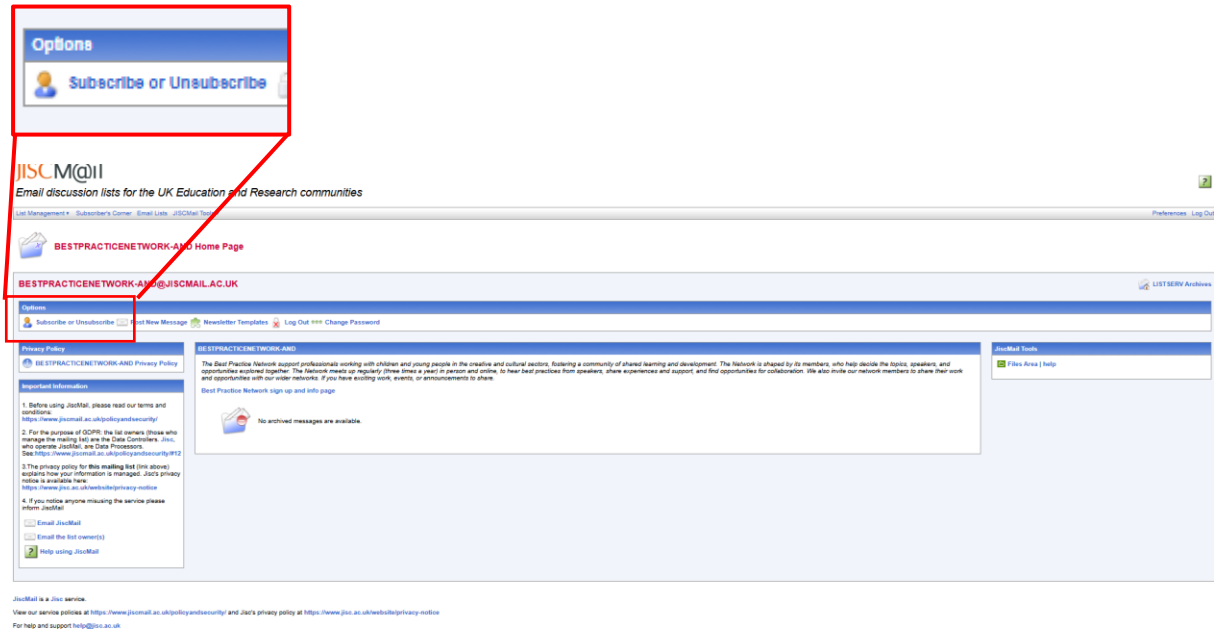
Step-by-step: How to sign up to the Best Practice Network Message Board on JiscMail website

Please note: After signing up, your account will be reviewed and manually approved. Please wait while we assess your request. Once approved, you will receive a confirmation email. You must confirm your email address by following the instructions in that email to complete your sign-up.

Step 1: After selecting the sign-up link sent to you by email, you will be taken to the JiscMail dashboard for the Best Practice Network Message Board. Near the top-left corner, select Subscribe.



Step 2: On the next page, enter your full name and the email address you would like to use for your subscription.

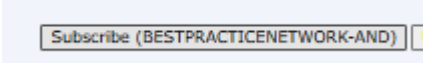


Step 3: Choose your preferred subscription type.

- Regular means that each message will appear in your inbox individually.
- Digest means that you will receive a summary of all messages.



Step 4: Once you have entered your details and selected your preferred subscription type, select **Subscribe.**



You will then see above this notice:



Step 5: Once you have signed up, we will review your request.

Step 6: Once approved, you will receive an email from Jiscmail to confirm your sign-up. Please confirm then you will be automatically added to the message board!

