

This document was produced by the Madison Section of the IEEE, for the benefit of its members. The Madison Section has moved its communications of meeting notices from print newsletters to emailed newsletters (as pdf files) and e-notices. Currently our method of notifying for meetings and events is to send the pdf file of the newsletter via email ~ 2 weeks prior to the meeting; then we follow up with a rich-text email ~ 1 week prior. We may adjust our emailing pattern based on how the membership reacts, but be rest assured that we are not going to spam you.

In the past, the Madison section used to maintain its own local list of email addresses of interested parties. However, of the ~750 members in this section, there were less than 200 email addresses being maintained locally, while in the IEEE's databases, ~650 people had registered their email addresses. Clearly, by using the IEEE's "e-notice" service, we could reach many more people.

To receive messages sent out by the "e-notice" service our members need to have their correct and most-up-to-date email address registered with IEEE. According to the IEEE's website, the IEEE does NOT sell the email addresses of its members to other organizations.

If you have not been receiving the e-notices that the Madison section sent out for the January and February 2007 meeting notices, please see the instructions (steps 1 thru 6) that follow on pages 2-4. These steps assume that you already have established a Web Account with IEEE. If you don't have your Web Account set up yet, please see the instructions on page 5. Note that once you do have a web account set up, you can access other benefits, including the very popular email alias service.

As always, we, the Board of the IEEE Madison section, are striving to serve you better. If you have any feedback or comments, please feel free to contact me at:

mbradt@ieee.org

Also, you are welcome to view our website at:

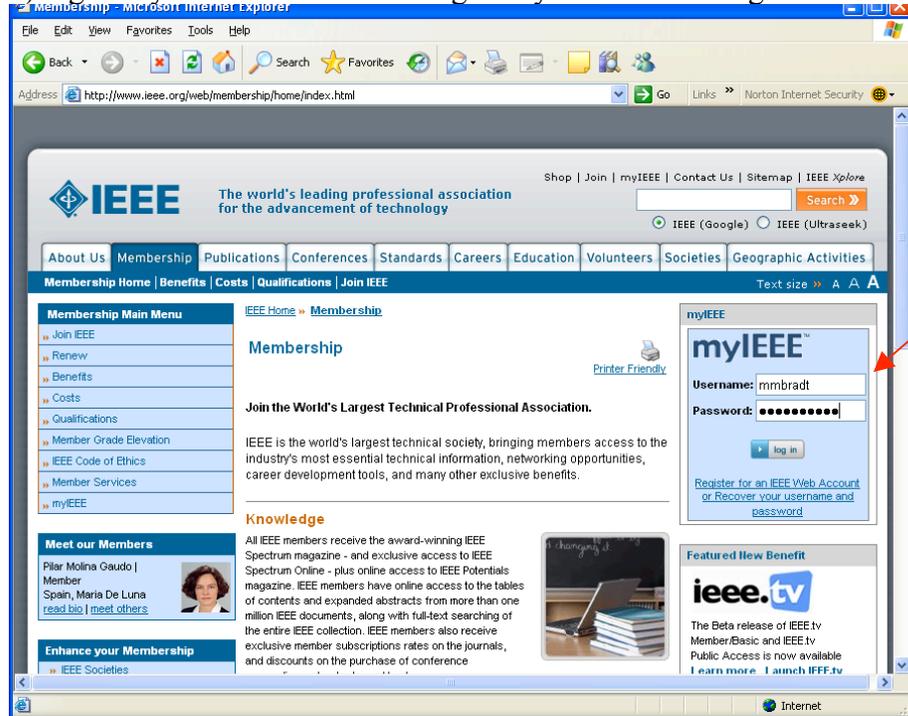
<http://www.bugsoft.com/ieee/>

Mitch Bradt
IEEE Madison Section Chair

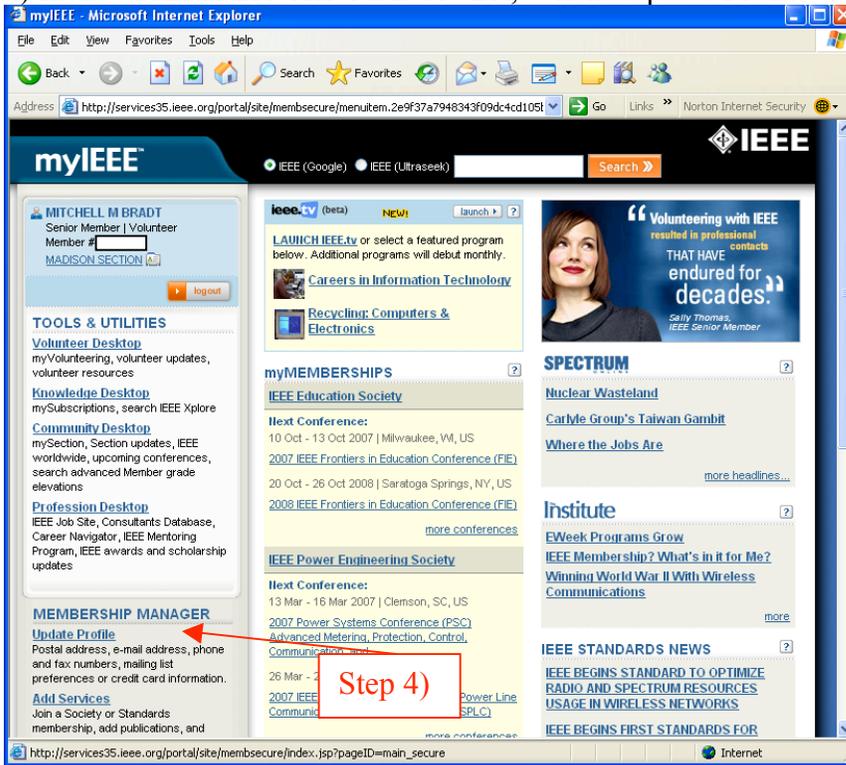
- 1) Point browser at: <http://www.ieee.org/>
- 2) move cursor over the “Membership” tap and select “Membership Home” (in blue)



- 3) login to your web account through “My IEEE” in the right side of the screen

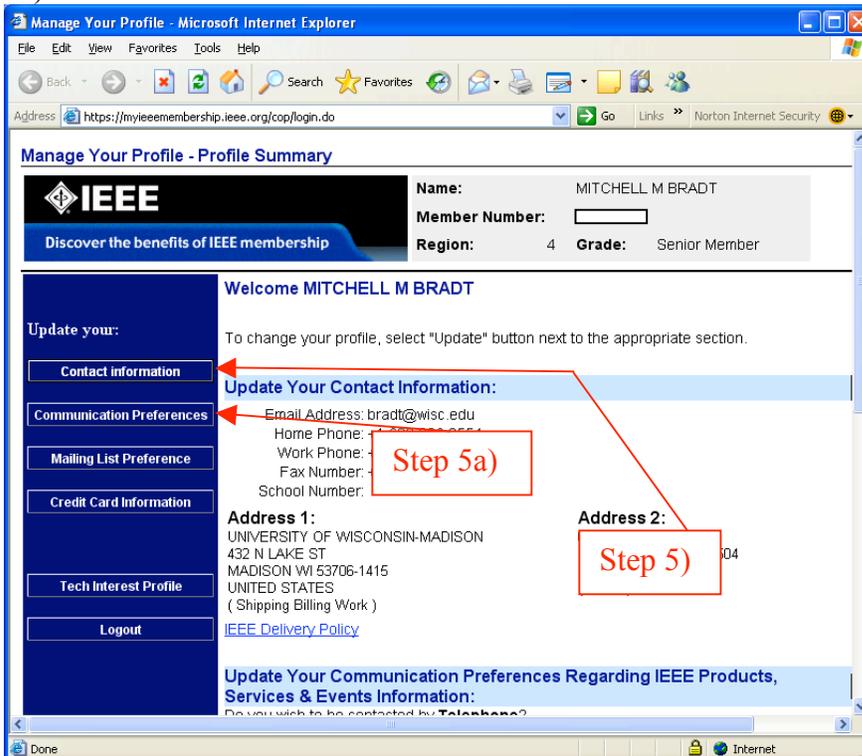


4) In the “MEMBERSHIP MANAGER,” click “Update Profile”



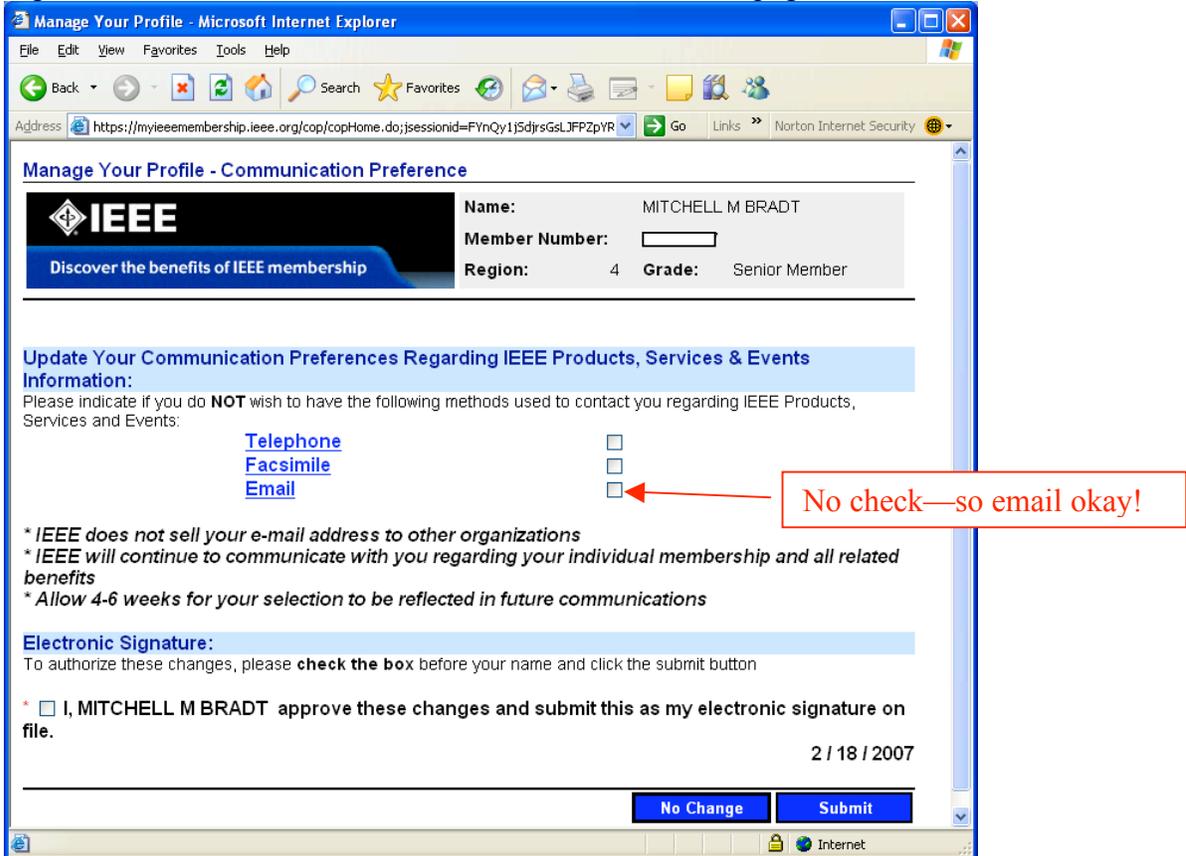
5) The screenshot below should come up. Check that you have a good email address on file with IEEE (also you can check address, phone, etc.). If an update is needed, click on the “Contact Information” box

5a) click on the “Communications Preferences” box



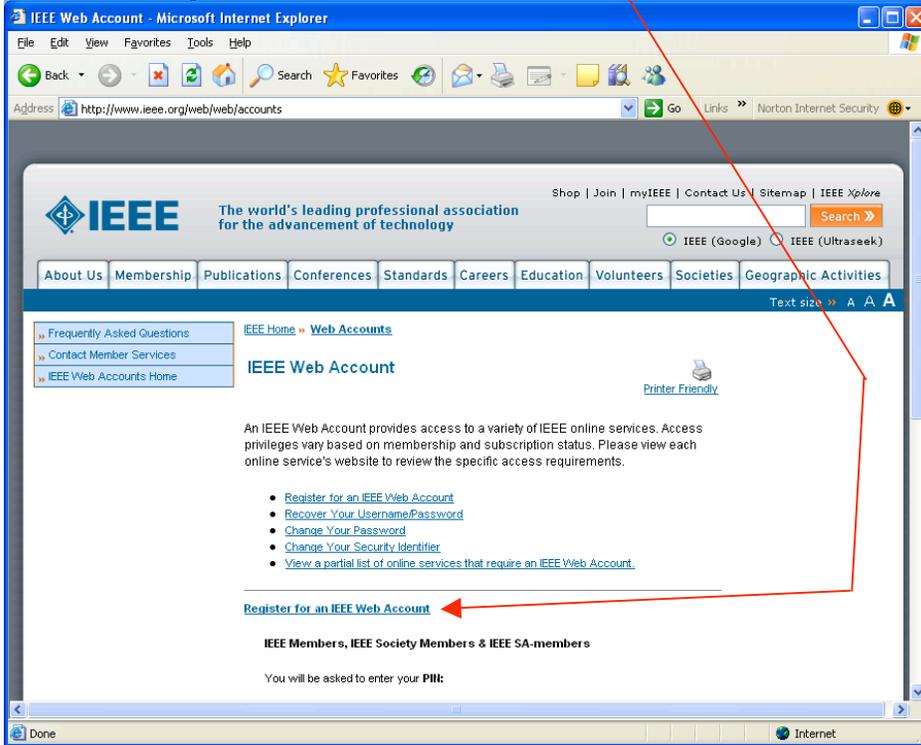
6) Check if communications via email are allowed. This would be indicated by the absence of check in the box to the right of [Email](#)

6a) if you do have to change your preferences, check the box within the Electronic Signature, and click the “Submit” box at the bottom of the page.



How to get a Web Account, if you don't have one already.

1) Point your browser at: <http://www.ieee.org/web/web/accounts> then click "Register for an IEEE Web Account"



2) You'll need to provide your IEEE member number AND:
either a PIN number that you've been issued by the IEEE
or you can qualify by providing:
either the email address you have on file with IEEE
or mailing address country and your member grade

