

## How to unsubscribe from emails

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In the event that you no longer wish to receive emails from your organization, you may edit your profile's communications settings to unsubscribe from emails.

### How to unsubscribe from emails

1. To begin, edit your profile. To do this, find your profile picture thumbnail image at the top right corner of your screen. Click on it and select **Profile**.
2. Once on your profile, you will see several tabs. Click on the **Communication** tab to view your email preferences.
3. Within the **Email Preferences** section, click on the **Edit** button.
4. To unsubscribe from emails sent by the organization, uncheck the **Receive emails?** option. If you wish to re-subscribe at any point, you can check the **Receive emails?** option once again.
5. Click on the **Save** button to finalize your changes.

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