

Unsubscribing from event-based e-mail notifications

Requirements: To remove subscriptions for other users, you must have an administrative role that includes the Manage Access and View Users rights.

You can unsubscribe yourself or other users from all events or from selected events.

Note: This procedure describes how to unsubscribe from events using the software. You can also click **Unsubscribe** at the bottom of an event-based e-mail notification to unsubscribe from that event.

1. Open the **<user account>** area:

For customer user	For staff users
If unsubscribing yourself, on the toolbar, click your user name.	If unsubscribing yourself, on the toolbar, click your user name.
If unsubscribing another user: a. On the home page, click Administration. b. In the Administration area, click Users. c. Right-click the user's name.	If unsubscribing a customer user: a. Finding customers b. In the Users area, right-click the user's name.
	If unsubscribing another staff user: a. On the home page, click Administration. b. In the Administration area, click Users. c. Right-click the name of the staff user whose information you want to update.

2. From the menu that appears, select **Edit User**.
3. Unsubscribe from events:

To unsubscribe	Do this
From all events	a. In the left pane, select Email Subscriptions. b. Select the Disable Event Notifications check box.
From selected events	a. In the left pane, select Email Subscriptions. b. Locate the administration or job event that you or the user do not want to be notified about. c. Beside each event, select the None option.

4. Click **Update**.