



## USD Mailing Opt-out Guide

We understand that managing your inbox can sometimes be overwhelming - especially with how many events and resources are shared from across campus. To help streamline your email experience, we're pleased to share an opt-out option for email communications. If you wish to opt out of emails from the USD community (external from your direct program communications), please follow the steps outlined below:

1. **Access the Opt-Out Form:** [Commercial Mail Optout](#) to access the opt-out form.

- Scroll down and click “Update memberships.”

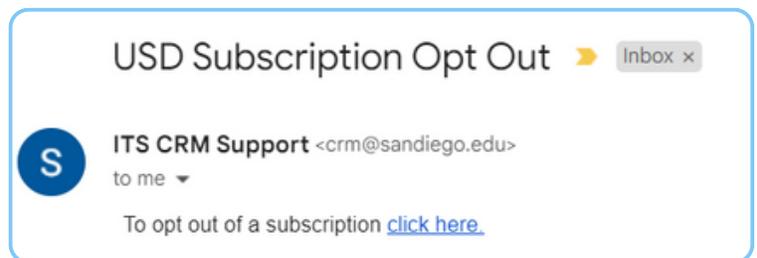
2. **Enter Your Email:** Once you have entered your email, click Unsubscribe.

- If there are no subscriptions attached to your account, a message at the top will pop out reading, “The email address entered is not associated with any subscriptions.”

3. **Receive Email:** After submitting your email, you should receive an email from ITS CRM Support containing an opt out subscription link.

4. **Select Subscription Opt Out:** Once you click on the link, you will be redirected to the subscription opt out page. Using the drop down feature, you can view and individually unsubscribe from subscriptions you no longer wish to be a part of.

5. **Submit Your Request:** Once you've selected your preferences, click the "Unsubscribe" button to send your opt-out request.



Please note the following important points:

- **Essential Communication:** USD students cannot opt out of Campus Announcements due to university policy.
- **Processing Time:** Please allow 24-48 hours for your opt-out preferences to be processed.