How to Manage the Correspondence Opt-Out List

When sending emails from the system, users can choose to give recipients the option to opt-out of future correspondence. If a recipient chooses this option, they will be added to an opt-out list and will no longer receive emails sent from the Views account. Administrators can manage their opt-out list with the following process:

- Hover over **My Account** and select **Administration**

- Select **Correspondence** from the Tools section on the left-hand side

- Select **Opt-out** from the sub-menu on the left-hand side

All Contact records with an email address who have not chosen to opt-out will be listed. To manually add a person to the opt-out list:

- Select the Opt-out icon in the 'Actions' menu on the right-hand side

- Click **Ok** to confirm

The contact will be added to the Opt-out list and will no longer receive emails from the system. To remove a person from the Opt-out list:

- Select the Opt-Outs tab at the top of the table
- Select the Restore icon in the 'Actions' menu on the right-hand side

- Click **Ok** to confirm