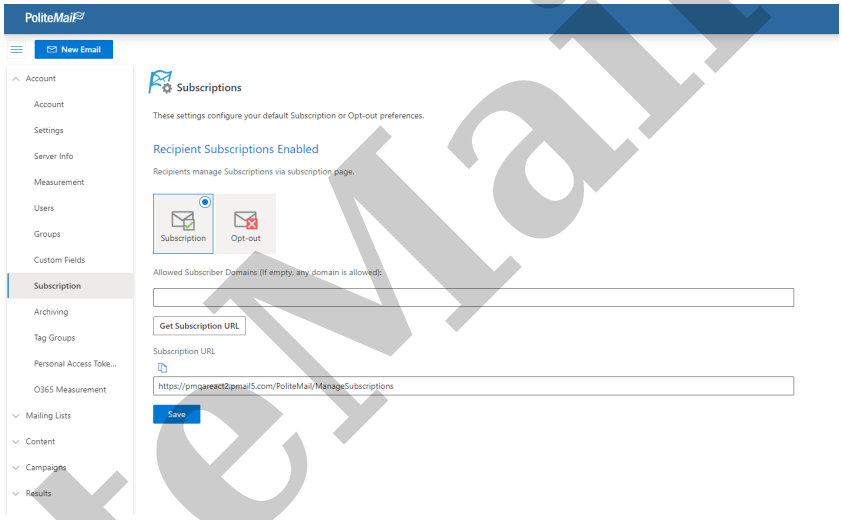
How do I get a link to give to people to subscribe to Mailing Lists?

Last Modified on 06/21/2023 2:48 pm EDT

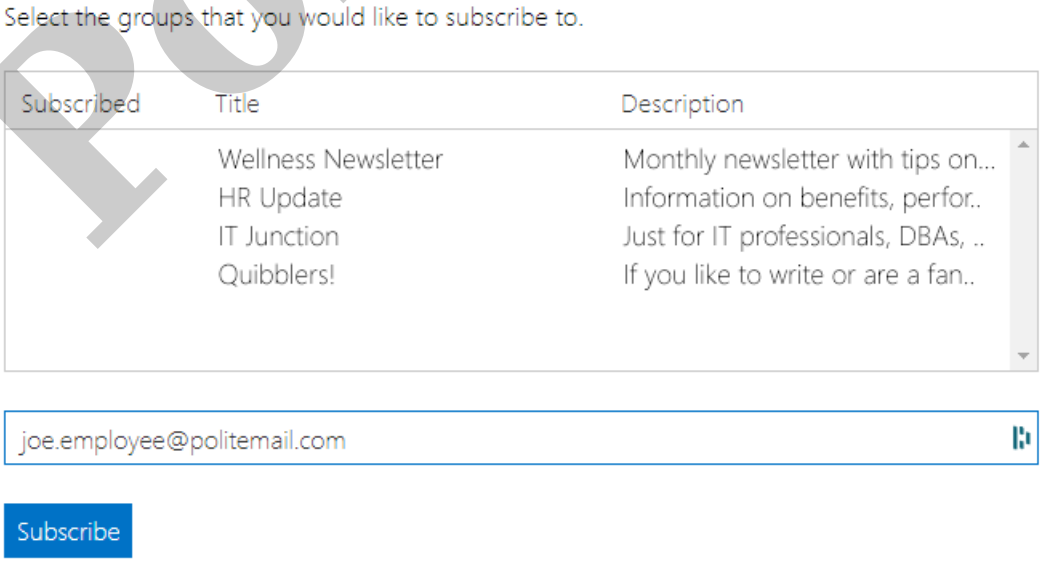
Getting a Subscription URL to Share

Getting a Subscription link allows you to send it to recipients in any message, even outside of PoliteMail or on messaging platforms such as Teams or Slack.

1. Go to **PoliteMail > Account** (**Settings** in v4.9) **> Subscriptions.**
2. You'll see radio button options for Opt-Out and Subscription (in v4.9, this is a drop-down), and click the 'Subscription' button.
3. Click 'Get Subscription URL' and a custom URL will display. This is the link that should default in your Opt-In / Opt-Out footer, but you can always update it.
    - You can also place this URL in any other message you wish, even without the footer or outside of PoliteMail.
4. Click **Save** when finished.



When a user clicks the link, they will see a window that displays all Mailing Lists marked as Subscription-eligible. They can check any lists they wish, enter their email address, and click 'Save'.



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