

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

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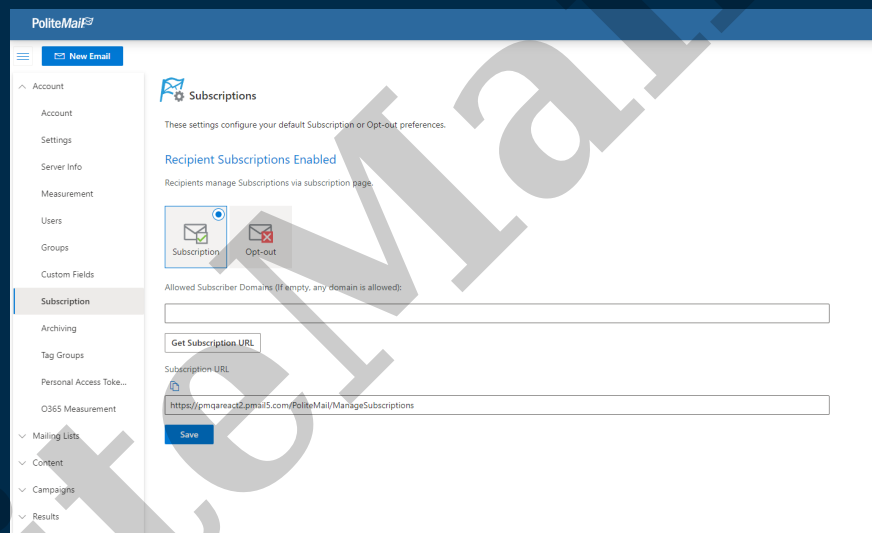
Getting a Subscription URL to Share

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'.

Select the groups that you would like to subscribe to.

Subscribed	Title	Description
<input type="checkbox"/>	Wellness Newsletter	Monthly newsletter with tips on...
<input type="checkbox"/>	HR Update	Information on benefits, perfor..
<input type="checkbox"/>	IT Junction	Just for IT professionals, DBAs, ..
<input type="checkbox"/>	Quibblers!	If you like to write or are a fan..

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Subscribe