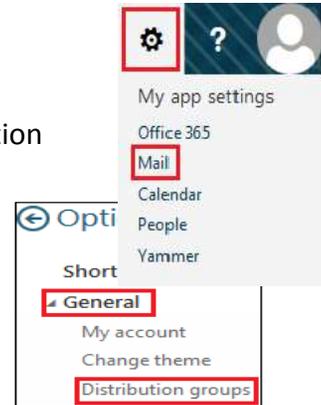




# Managing Email Distribution Group Subscriptions

*This document is designed to provide the steps needed to subscribe to and unsubscribe from VSU email distribution groups that are associated with your Office 365 VSU email account. This process can only be used for **distribution groups that have open membership**.*

1. Log into your VSU Email via MyVSU at [www.valdosta.edu/myvsu](http://www.valdosta.edu/myvsu).
2. Click the **Settings**  icon on the top-right corner. At the bottom section under **Your app settings**, click **Mail**.
3. Click **General** in the left sidebar > Click **Distribution Groups**.



## Unsubscribing

4. In the **Distribution groups I belong to** column, double-click the name of the group you wish to leave > Click the **Leave** button in the window that appears.



## Subscribing

5. Click the **Join**  button and search for a group you wish to join. **Double-click the name of the group** > Click the **Join** text button.

