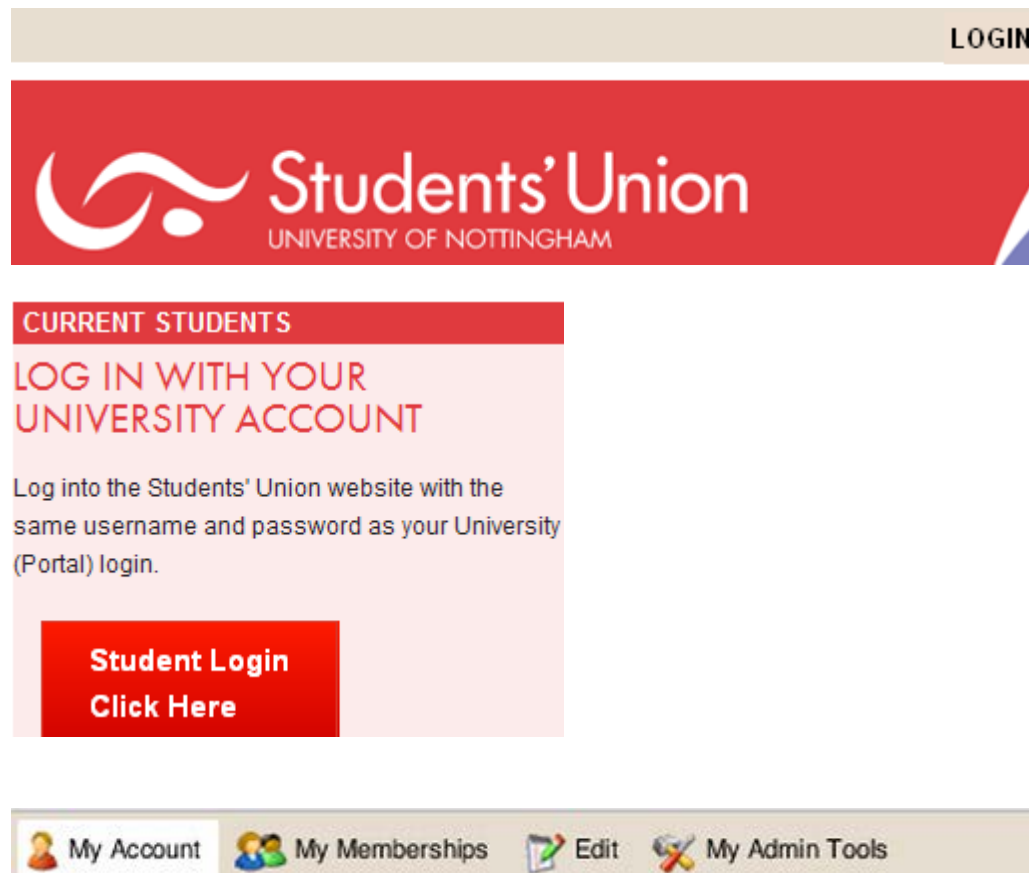


How to resubscribe to Email List

a) Log onto the SU website with your University account :

<http://www.su.nottingham.ac.uk/login/>



b) Select "Contact Details" from the "My Account" menu :

<http://www.su.nottingham.ac.uk/contactdetails/>



Contact Details

Please review your Contact Details here

- **Contact Options** - subscribe to or unsubscribe from email lists and text messages (if you wish)
- **Email Addresses** - add a personal email address if you wish
- **Phone Numbers** - keep your mobile phone number up to date
- **Postal Addresses** - keep your address information up to date

c) Click on "Contact Options" :

<http://www.su.nottingham.ac.uk/contactoptions/>

Review the contact options for Riding Club :

Please review your Contact Options here

- To **subscribe to a club or society mailing list**, select 'Email' and select your preferred email address from the list (university or personal email address).
- To **unsubscribe from a club or society mailing list**, select 'Email' and change the drop down list to 'Do not allow email communication'

Email:

- Change the drop down menu so it **shows your University email address** (eg llycraj@nottingham.ac.uk).
- Only select 'Do not allow email communication' if you **do not** want to receive emails from Riding Club.



You should now receive emails from Riding Club.