

# Newsletters

## Viewing Newsletters on the Hub

The Newsletters component can be found at <https://yourhub.org/newsletter>. Any newsletters that are set to be public will be available to view on this page.

**Note:** You must be logged in on the hub in order to perform Newsletter functions other than viewing public newsletters.

## Subscribing to a Mailing List

Users can sign up to receive newsletters via e-mail by subscribing to mailing lists. To subscribe to a public mailing list:

1. Navigate to <https://yourhub.org/newsletter>.
2. On the Newsletters home page, click **Subscribe to Mailing Lists**.
3. Check the mailing lists that appeal to your best interest.
4. Click **Save Mailing List Subscriptions**.
5. The system will send an email with the subject **Confirm Email Subscription to '[mailing\_list\_name\_here]' on [hubname\_here]** and you must click the given link in the email to confirm your subscription and start receiving newsletters.

## Unsubscribing from a Mailing List

1. Navigate to <https://yourhub.org/newsletter>.
2. On the Newsletters home page, click **Subscribe to Mailing Lists**.
3. Under **My Mailing Lists**, uncheck the mailing list(s) you would like to be removed from.
4. Click **Save Mailing List Subscriptions** and you will be unsubscribed from the mailing list(s) you selected.