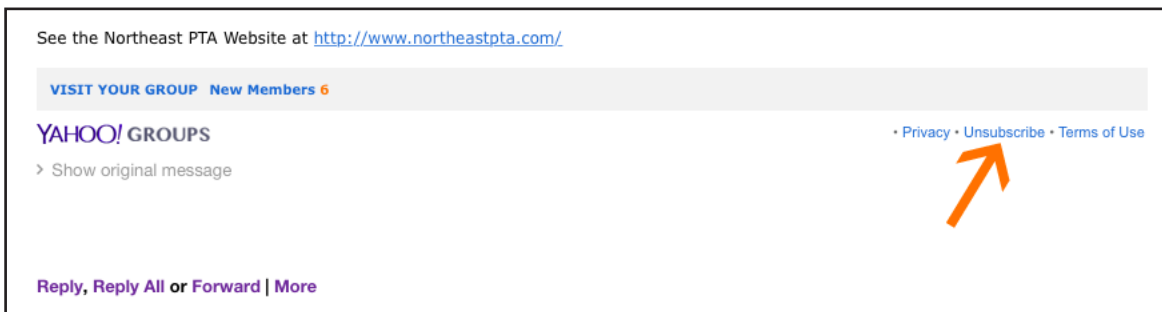


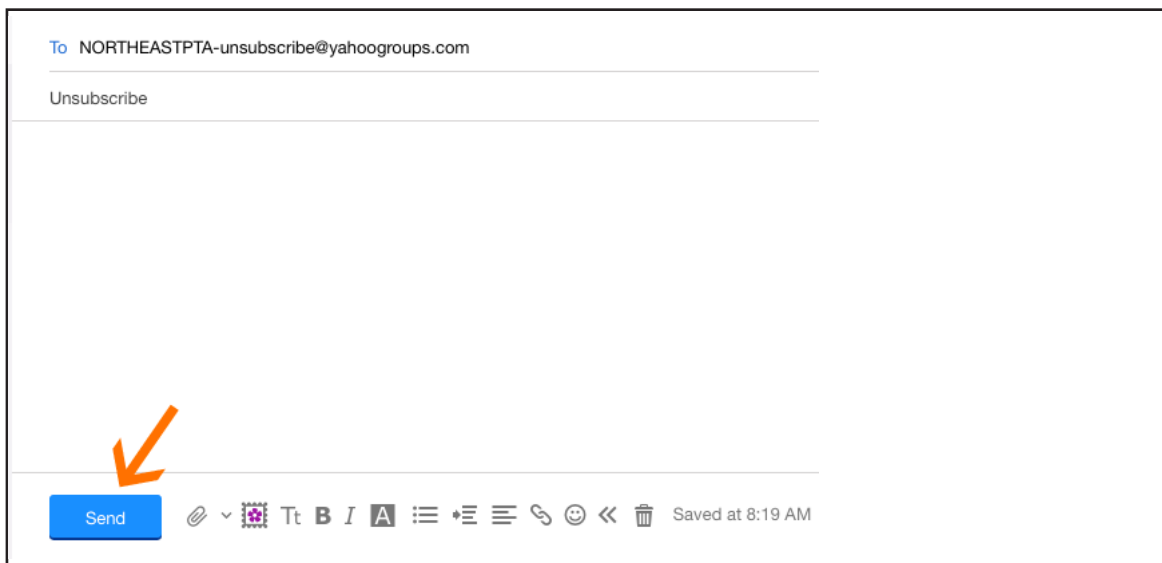
How To Unsubscribe To The Northeast PTA Listserv

Individuals can remove themselves from the email list by unsubscribing to the list, the steps for unsubscribing are below:

1. Open an email from the listserv and **click the "Unsubscribe" link at the bottom of the email.** On the computer screen it is near the very bottom on right-hand side. It is small and easy to miss unless you are specifically looking for it. On your phone it is at the very bottom.



2. A blank email addressed to *NORTHEASTPTA-unsubscribe@yahoogroups.com* will open. Unsubscribe will automatically appear in the subject line. **Click send.**



3. You will be sent a confirmation email. If you do not receive the confirmation email, please check your spam folder. **You must respond to the confirmation email to complete the process.**