

## **Instructions for Subscribing to the NGS News Mail List**

Choose the email account you would like to use for your incoming email subscription.

From that email account, send an email to the NGS News mailing list at [ngs.news-join@list.woc.noaa.gov](mailto:ngs.news-join@list.woc.noaa.gov)

Use the following as your subject line:

subscribe NGS.news

Shortly after sending your “subscribe NGS.news” message, you will receive an automated reply from the mailing list service with a subject line similar to: Subscribe NGS.news Confirm 111111 {where 111111 is a random number assigned to your request}. The email will instruct you to confirm your request by replying to the confirmation message.

You will receive one final message welcoming you to the NGS News mailing list. The email will include a help message explaining how to get help and how to unsubscribe from the list.

## **Instructions for Unsubscribing to the NGS News Mail List**

Choose the email account you would like to have unsubscribed. Send an email to the NGS News mailing list at [ngs.news-leave@list.woc.noaa.gov](mailto:ngs.news-leave@list.woc.noaa.gov)

Use the following subject line:

unsubscribe NGS.news

Shortly after sending your “unsubscribe NGS.news” message, you will receive an automated reply from the mailing list service asking you to confirm your request. Click on the link in the e-mail and click the Unsubscribe button to complete your request.

V. 2011 Apr 08