## **Updating Your Email Preferences**

| FILE MESSA                           | GE ADOBE PDF  |   |   |   |           |       |   |
|--------------------------------------|---|---|---|---|-----------|-------|---|
| ir Ignore<br>Ignore<br>Junk → Delete | Reply Reply Forward<br>All  | Purchase Orders   | Move<br>Move<br>Move                              | Mark Unread                               | Translate | Zoom  |   |
|                                      | Nest Side Renovations Beg   | jin   | move  | 1 1093 131                                | Lotting   | 20011 |   |
|                                      | We are working hard to g<br>year, and can't wait for ye<br>Blessings,<br>Cade Lambert, Superinter | et these renovated space  | es ready to open wher<br>illize these new tools a | n we start the schoo<br>ind spaces!       | 51        |       |   |
|                                      | F 💿 🔽   | Des Moines Chri<br>(515) 252  | stian School y<br>2480                            | www.dmcs.org                              | I.        |       |   |
|                                      | Des Moines Christ<br><u>Forward th</u><br>Sent  | School, 13007 Dou<br>is email <mark>Update Profile</mark><br>by <u>newsletter@dm.cs.o</u> | glas Parkway, Urba                                | ndale, IA 50323<br><u>provider</u><br>ith |           |       |   |
|                                      |   | Constant Con  | stact'  |   |           |       | Ŧ |
|                                      |   |   |   |   |           |       |   |

1) Click on the Update Profile link at the bottom of a DMCS email message.

2) For security purposes, this will generate an email to your account on file. Click on the link to go to the portal where you can update your preferences.



| Des Moines Christian School  |
|--|
| Update Your Preferences  |
| Dear Lisa,   |
| For your security, please use the following link to change your preferences about the<br>communications you would like to receive from DMCS. |
| Update your profile  |
| If you have any questions or comments, feel free to contact me.  |
| Sincerely,   |
| Lisa   |
| Lisa Fitzgerald, Marketing Manager   |
| Des Moines Christian School  |
| email: <u>lfitzgerald@dmcs.org</u><br>phone: ( <u>515) 252-2480</u><br>web: <u>http://www.dmcs.org</u>                                       |
|  |

Des Moines Christian School, 13007 Douglas Parkway, Urbandale, IA 50323

3) Confirm that you wish to update your preferences by clicking SUBMIT.

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| DINCS<br>DES MOINES CHRISTIAN SCHOOL   |
| Update Your Des Moines Christian School<br>Profile   |
| You are seeing this message for one of the following reasons:  |
| <ol> <li>You are a current member of the mailing list for Des Moines Christian School and<br/>would like to update your profile.</li> </ol>  |
| or   |
| 2. You are a previous member of the mailing list for Des Moines Christian School<br>and would like to re-subscribe to this list - Welcome back!  |
| Your email address: I******@gmail.com  |
| Please click the <b>Submit</b> button and instructions will be emailed to you.   |
| Cancel Submit  |
| Note: In each email you receive, there will be a link to unsubscribe or change areas of interest. Your privacy is<br>important to us - please read our <u>Email Privacy Policy</u> .   |

4) Ensure your name and email address are correct, then select the lists you'd like to join.

| Update Your Subscriptions   |  |  |  |  |  |
|---|--|--|--|--|--|
| Update your personal information and areas of interest.                       |  |  |  |  |  |
| * Email Address   |  |  |  |  |  |
|   |  |  |  |  |  |
| * First Name  |  |  |  |  |  |
|   |  |  |  |  |  |
| * Last Name   |  |  |  |  |  |
|   |  |  |  |  |  |
| Email Lists   |  |  |  |  |  |
| O Unsubscribe me from ALL mailings.   |  |  |  |  |  |
| I wish to continue receiving occasional mailings based on my interests.       |  |  |  |  |  |
| Select only the interests for which you DO want to receive occasional emails. |  |  |  |  |  |
| Alumni Parents  |  |  |  |  |  |
| Believe + Achieve Campaign Updates  |  |  |  |  |  |
| Breaking News (closings & school-wide news)                                   |  |  |  |  |  |
| Early Ed All Day Parents  |  |  |  |  |  |
| Early Ed Half-Day Parents   |  |  |  |  |  |
| Elementary Parents  |  |  |  |  |  |
| Fine Arts Boosters Updates  |  |  |  |  |  |
| Hot Lunch Order Reminders   |  |  |  |  |  |
| Parent Teacher Fellowship Updates   |  |  |  |  |  |
| School Wide Events  |  |  |  |  |  |
| Superintendent & Board Updates  |  |  |  |  |  |
| Volunteer Requests  |  |  |  |  |  |
| Update Profile  |  |  |  |  |  |