

Choose the Emails You Want to Receive

Why do this? Womanspace also sends emails with information about programs, events, and other opportunities. Your Womanspace account lets you choose which types of these emails you'd like to receive.

First, make sure you have a Womanspace account.

Steps (See Image Below)

1. Visit the Womanspace website.
2. Click the **Login** button at the top of any page (on a computer) or in the hamburger menu (on a phone).
3. Click the **Create an account** link at the bottom of the window.
4. Fill in your information.
5. Click the **Submit** button.

The image is a composite of three screenshots from the Womanspace website, illustrating the steps to create an account:

- Step 2:** A mobile view of the website's hamburger menu. The 'Login' button is highlighted with a purple circle and a number '2'. A purple arrow points from this button to the desktop login page.
- Step 3:** A desktop view of the 'Womanspace Login' page. The 'Login' button is highlighted with a purple circle and a number '3'. A purple arrow points from this button to the account registration form.
- Step 4:** A desktop view of the 'ACCOUNT REGISTRATION' form. The 'Email' field is highlighted with a purple circle and a number '4'. A purple arrow points from the 'Login' button in the previous screenshot to this field.

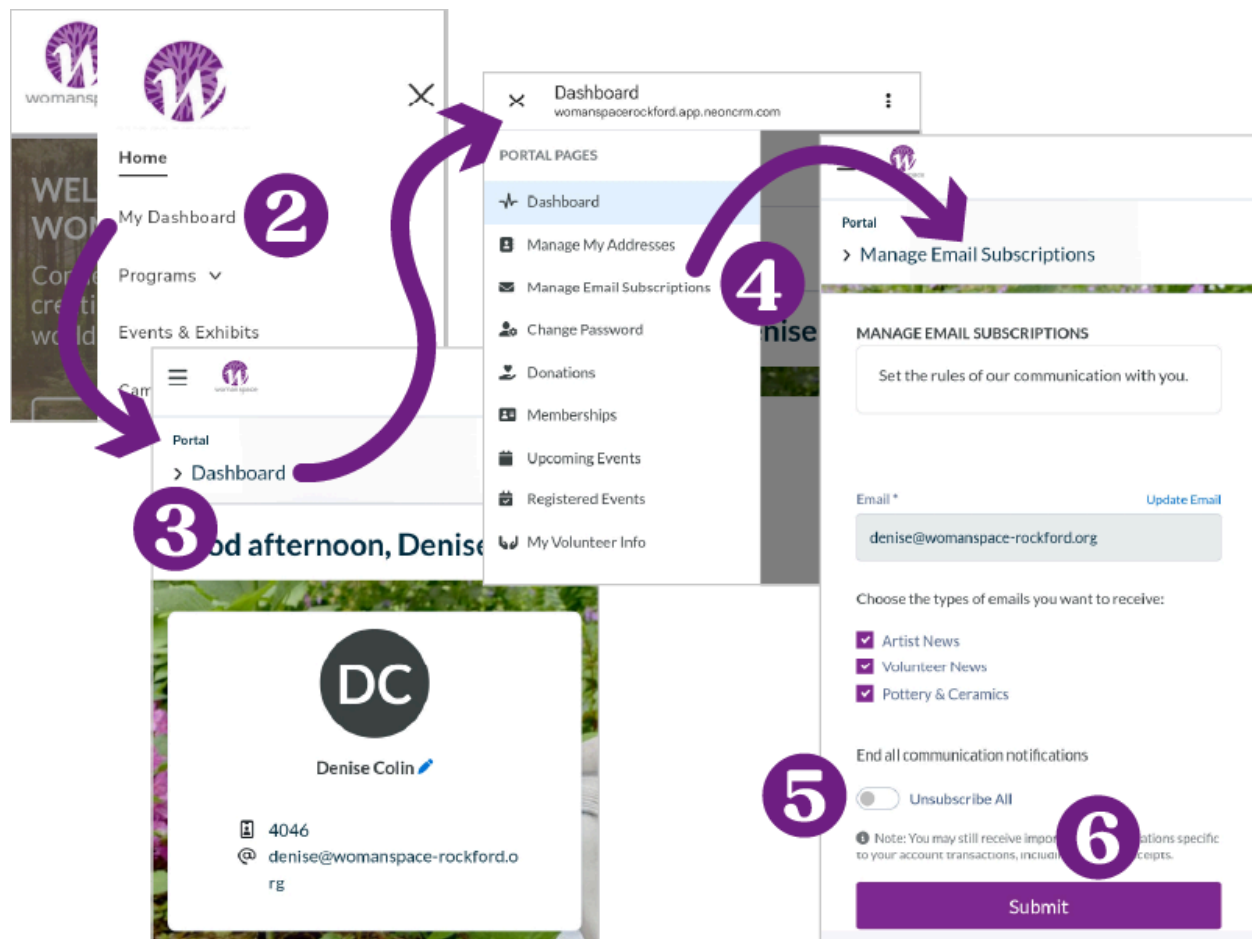
Once you have an account, you can manage the types of Womanspace emails you receive at any time.

Check or change your email subscriptions

If you're not receiving Womanspace emails, or you want to make sure you're getting the types of messages that interest you, check your email subscription settings.

Steps (See Image Below)

1. Visit the Womanspace website.
2. Open the hamburger menu and select **My Dashboard**. If you aren't already logged in, you'll be prompted to do so.
3. In the **Portal Pages** list on the left side of your dashboard, select **Manage Email Subscriptions** (on a computer). Or click the arrow next to Dashboard at the top of the window and select **Manage Email Subscriptions** (on a phone).
4. Check the box for each type of email you want to receive.
5. Make sure the **Unsubscribe All** toggle is turned off.
6. Click the **Submit** button to save your selections.



You can return to your dashboard whenever you'd like to update these preferences.