## How to Change Contact information, Opt Out, or Change Subscriptions in the Missouri State Alert System.



From the Home screen to change contact information or opt out click the link indicated by the arrow above.

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To Delete a Number Hover over the phone number listed

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Click the Trash Can icon to the right to delete or the Pen icon to edited the information.



Enter the telephone number you want to add WITHOUT any special characters (NO hyphens; NUMBERS ONLY). Select if you want to receive voice calls, text messaging, or both to this device. Select the label that is appropriate for this number. And click "save"

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## To add Email address click the "Add Email" button

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Enter the email address you would like to add and click save.

## To Opt Out

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To opt out of receiving ANY notifications click "Subscriptions" on the left side, then "Manage Subscriptions" tab.

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Now "uncheck" any subscriptions that you do not wish to receive and click save.

To subscribe to additional campuses, check mark the campus you want receive notifications for and click save.