

Unsubscribe Members

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Quick Steps: Tools > Email Databases > Unsubscribe Members

The unsubscribe function in Email Databases will remove any email addresses which already exist in the Membership Database. This allows administrators to send an email to the members database and an email database.

1. Go to **Tools** and click on **Email Databases**, then select **Unsubscribe Members**
2. Select the applicable email database from the drop down.
3. Click **Unsubscribe**

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