

# Configuring Opt-out Email Settings

9 Steps [View most recent version](#) 

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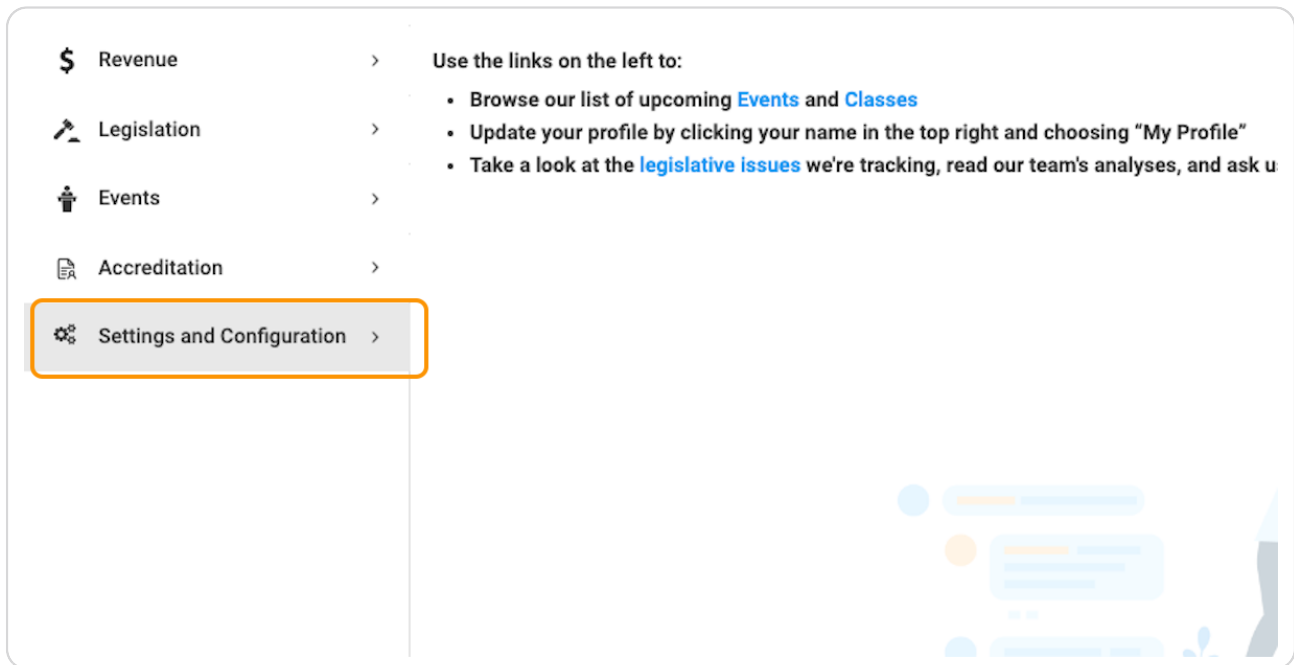
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Engagifii Inc.

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November 2, 2023

## STEP 1

### Click on Settings and Configuration



A screenshot of a navigation menu with the following items: Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The 'Settings and Configuration' item is highlighted with an orange border. To the right of the menu, there is a text block that reads: 'Use the links on the left to:' followed by a bulleted list: 'Browse our list of upcoming Events and Classes', 'Update your profile by clicking your name in the top right and choosing "My Profile"', and 'Take a look at the legislative issues we're tracking, read our team's analyses, and ask u'. The background features a faint illustration of a person and some data charts.

Revenue >

Legislation >

Events >

Accreditation >

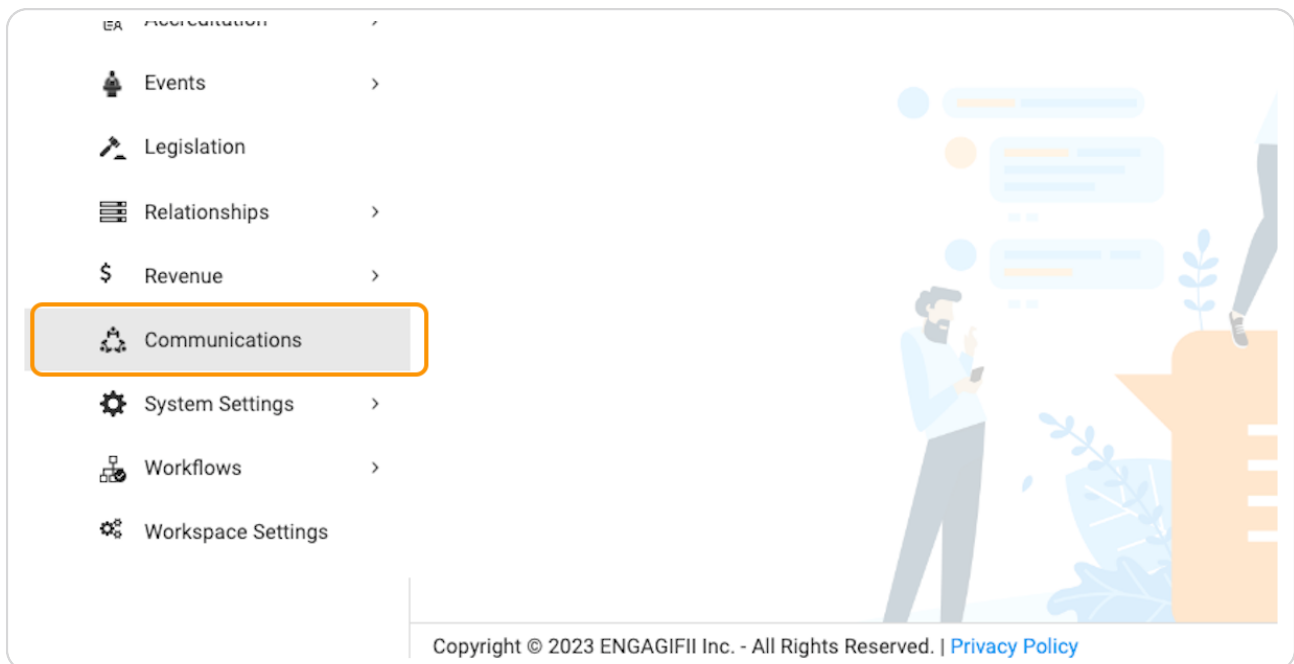
**Settings and Configuration >**

Use the links on the left to:

- Browse our list of upcoming [Events](#) and [Classes](#)
- Update your profile by clicking your name in the top right and choosing "My Profile"
- Take a look at the [legislative issues](#) we're tracking, read our team's analyses, and ask u

## STEP 2

### Click on Communications



A screenshot of a navigation menu with the following items: Accreditation, Events, Legislation, Relationships, Revenue, Communications, System Settings, Workflows, and Workspace Settings. The 'Communications' item is highlighted with an orange border. The background features a faint illustration of a person standing next to a podium, with some data charts and a plant. At the bottom of the page, there is a copyright notice: 'Copyright © 2023 ENGAGIFII Inc. - All Rights Reserved. | [Privacy Policy](#)'.

Accreditation >

Events >

Legislation >

Relationships >

Revenue >

**Communications >**

System Settings >

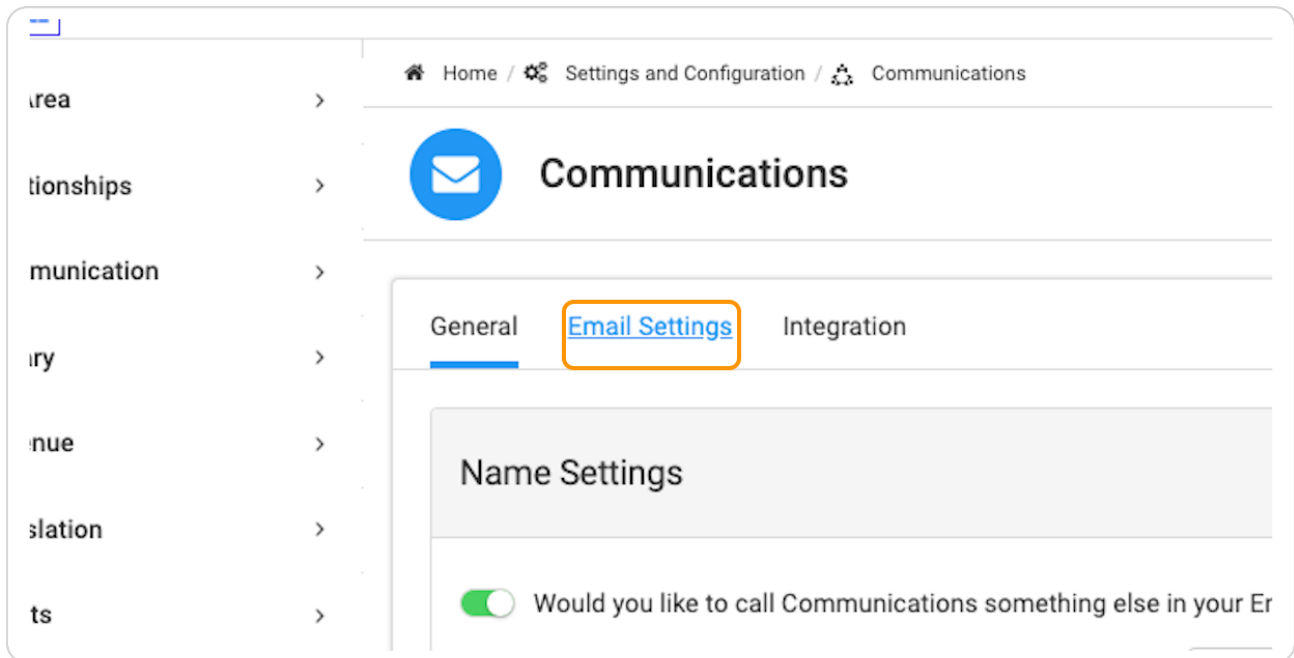
Workflows >

Workspace Settings

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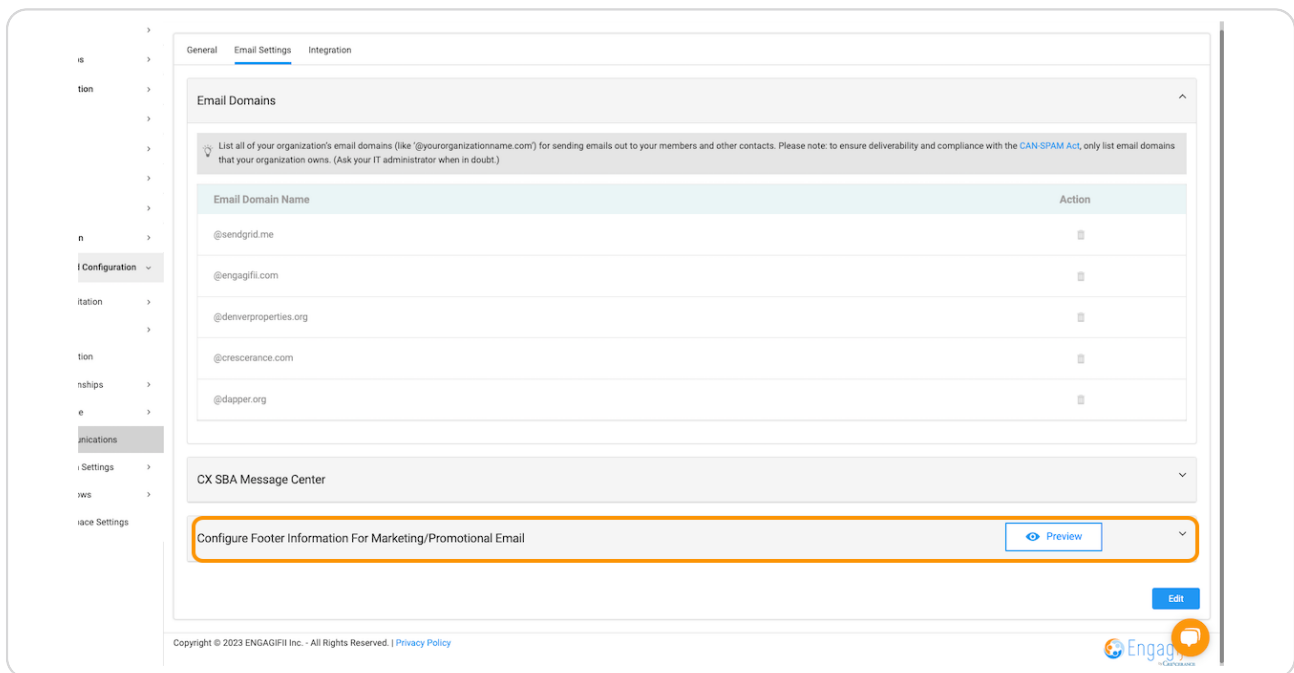
### STEP 3

#### Click on Email Settings



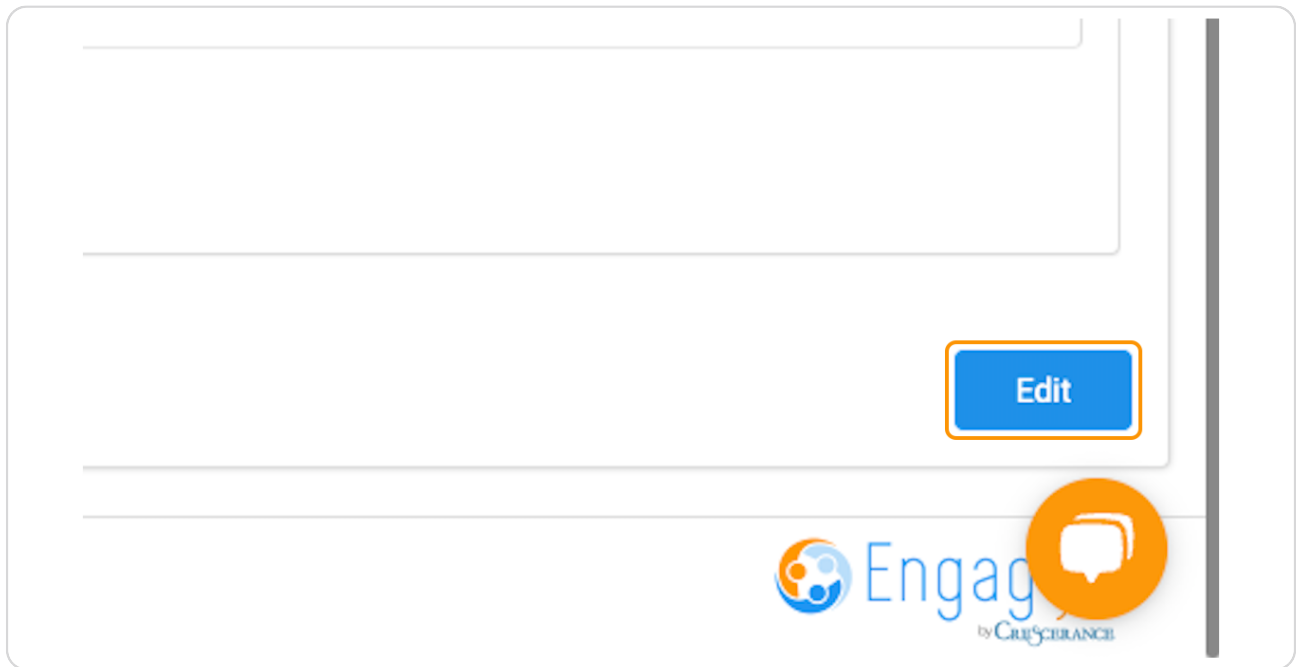
### STEP 4

#### Click on drop down arrow to configure footer information



## STEP 5

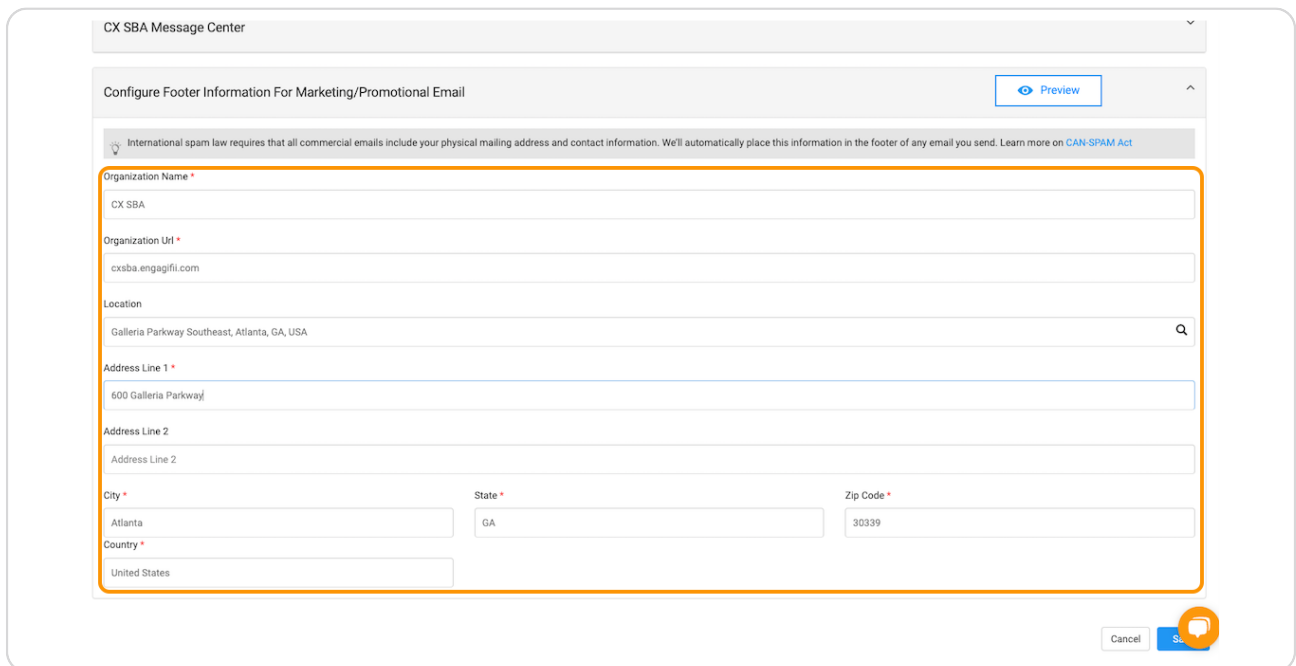
### Click on Edit



A screenshot of a form editor interface. The form contains several empty text input fields. A blue button labeled "Edit" is highlighted with an orange border. At the bottom right, there is a logo for "Engagify by CRUIZBLANCE" and a circular orange icon containing a white speech bubble.

## STEP 6

### Complete the mandatory fields



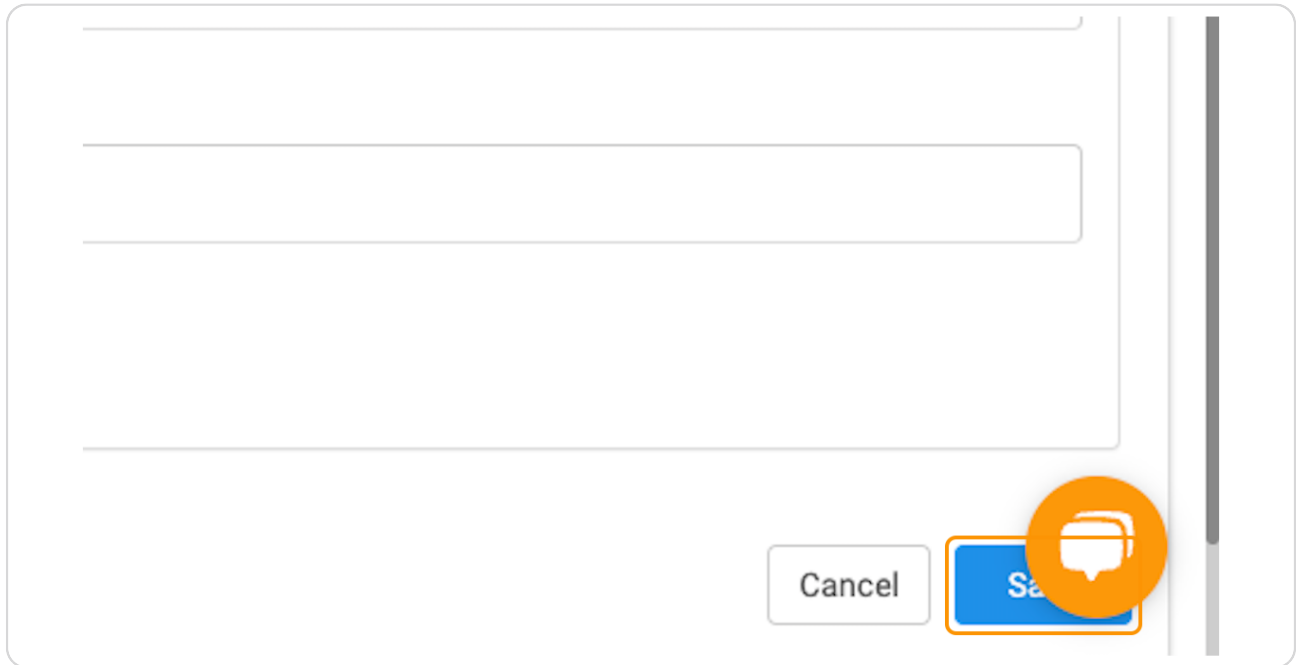
A screenshot of a form editor interface. The form is titled "Configure Footer Information For Marketing/Promotional Email" and includes a "Preview" button. A note states: "International spam law requires that all commercial emails include your physical mailing address and contact information. We'll automatically place this information in the footer of any email you send. Learn more on [CAN-SPAM Act](#)". The form contains several mandatory fields, which are highlighted with an orange border:

- Organization Name \* (CX SBA)
- Organization URI \* (cx.sba.engagify.com)
- Location (Galleria Parkway Southeast, Atlanta, GA, USA)
- Address Line 1 \* (600 Galleria Parkway)
- Address Line 2 (Address Line 2)
- City \* (Atlanta)
- State \* (GA)
- Zip Code \* (30339)
- Country \* (United States)

At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by an orange circular icon.

## STEP 7

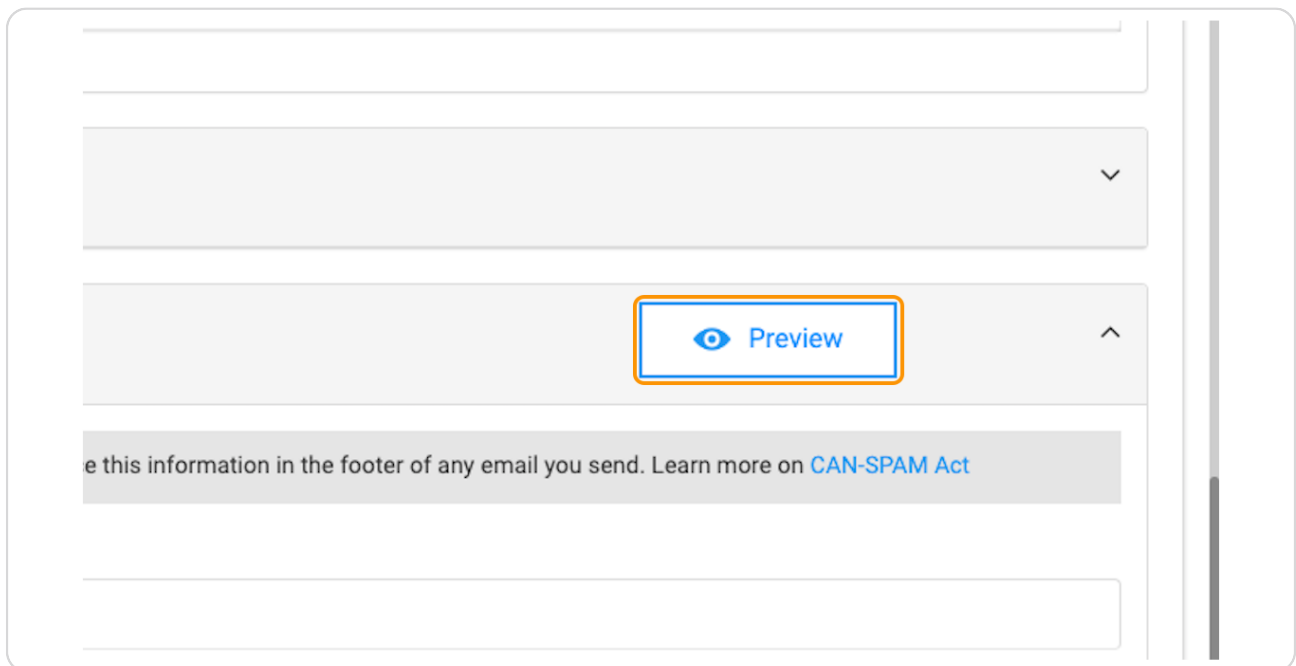
### Click on Save



A screenshot of a form interface. The form contains several empty text input fields. At the bottom right of the form, there are two buttons: a white 'Cancel' button and a blue 'Save' button. The 'Save' button is highlighted with an orange rectangular border, and an orange circular icon with a white document symbol is overlaid on it. A vertical scrollbar is visible on the right side of the form.

## STEP 8

### Click on Preview



A screenshot of a form interface. The form contains several text input fields. In the middle of the form, there is a grey button with an eye icon and the text 'Preview'. This button is highlighted with an orange rectangular border. Below the 'Preview' button, there is a grey bar containing the text: "e this information in the footer of any email you send. Learn more on [CAN-SPAM Act](#)". A vertical scrollbar is visible on the right side of the form.

## STEP 9

You can view the footer with company information and unsubscribe link

