Guide to Unsubscribing from a DCU Email Group

Context

As a member of staff, or a student, of the University you have been provided with a specific DCU Google Account (aka. DCU Gmail) which is for your exclusive use. These Gmail accounts are recognisable as DCU accounts by virtue of ending with the '....@dcu.ie' address. The DCU Gmail account is separate to any personal email account that you may have created or used before and it is intended to be used for university business and activities. Any personal use of your DCU Gmail account should be incidental and ideally a separate email account should be used for such purposes.

In order to facilitate efficient communication between DCU and the wider university community a number of DCU Gmail Groups (aka. 'Mailing Lists') have been created (e.g. 'All Staff', 'All Undergraduates', 'All Postgraduates', 'Finance Office Staff', 'Drupal Editors' etc.) and you will be automatically included on one or more of these groups depending upon your role, function or position with the University. Membership of a particular Gmail Group will in some cases be mandatory, as the University reserves the right to communicate with certain cohorts (e.g. 'All Staff' or 'All Students'), while in others it is voluntary.

Purpose

The purpose of this guide is to explain how you may unsubscribe from a DCU Gmail Group whose membership is voluntary, should you wish to do so. Membership of a DCU Gmail Group is brought to your attention by means of text at the end of every email sent to the Group. An example of the text, in this case for the Drupal Editors Group, is as follows:

Instructions – How do I unsubscribe?

Option 1 – Set up separate Inbox categories within your DCU Gmail account

One option, as an alternative to unsubscribing totally from an email Group, is set up more than one Inbox category within your DCU Gmail account. By doing so you will still receive all emails but they will be listed in separate 'Inboxes' depending upon your own preferences. You can open these Inboxes as and when you wish to review the emails and your primary inbox will, over time, come to be populated with more important emails, as defined by you. The default setting on a DCU Gmail account when setting up is to have a single Inbox into which all incoming emails are sent. However, you can create more than one Inbox category within the Gmail account if you so wish (e.g. 'Primary', 'Social', 'Promotions', 'Updates' etc.). Guidance on how to create separate Inbox categories can be obtained directly from Google at this link.

Option 2 - Unsubscribe from a Group Email

Step 1) At the bottom of an email sent to a Group from which you wish to unsubscribe you will find text similar to the following:

You received this digest because you're subscribed to updates for this group. You can change your settings on the group membership page.

To unsubscribe from this group and stop receiving emails from it send an email to active_drupal_editors_group+unsubscribe@dcu.ie.

If provided for, as shown in the example above, you may send an email by return to Group's Administrator and request to be unsubscribed from future emails to the Group. Alternatively, proceed to Step 2.

Step 2: Click on the group membership page option within the text at the bottom of the email and you will be brought to a Google page similar to the one below.

Step 3: Select the 'My Groups' option from the list of Groups shown on the left hand side of the page. The page will then update to display the specific Groups in which you are a member.
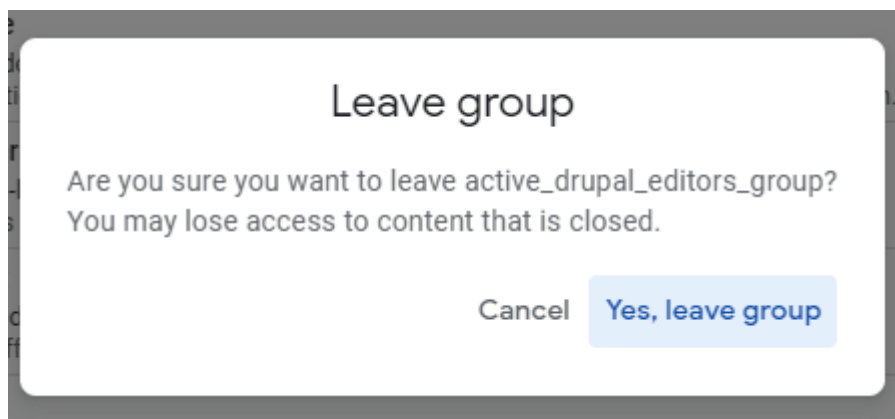
Step 4: Select the Group from which you wish to unsubscribe by moving your cursor to the left of the Group's name on the list and then clicking into the square box which will then appear.

Step 5: By selecting the Group a dialogue box similar to the one below will appear at the top of the list.
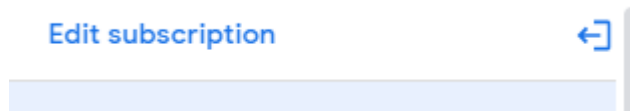
Edit subscription

Step 6: Move the cursor to the 'Edit subscription' text and click on it. You will then see a new dialogue box similar to the one below.

Leave group

Are you sure you want to leave active_drupal_editors_group?
You may lose access to content that is closed.

Cancel   Yes, leave group

Step 7: Select 'Yes, leave group'. This should remove your name from emailing list provided the Group has been set up in such a way as to allow for a voluntary for opt-out.

Contacts

If you have any questions about this guide, or are unable to complete all the steps above for whatever reason, please contact ISS by submitting a request or alternatively contact the DCU Data Protection Unit.

Version Control

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End.