

## Opting back into PSC communications <sup>[1]</sup>

June 16, 2022 by [Staff](#) <sup>[2]</sup>

If you have unsubscribed to PSC communications in the past and would like to opt back in to receive emailed newsletters, please follow the steps below:

- Open an email from a System Administration department (example: emailed newsletter from Employee Services)
- Scroll to the bottom of the email and click on the “**manage your email preferences**” link
- A list of departments should pop up and shows you what departments you would like to receive emails from.
  - Check the box next to CU Procurement Service Center and click on the “confirm” button at the bottom to save your preferences.
- You have now opted yourself back into receiving communications from the PSC
- If you are unable to do so, please email Denise Nakamichi at [denise.nakamichi@cu.edu](mailto:denise.nakamichi@cu.edu) <sup>[3]</sup> to update your email preferences

### **Send email when Published:**

Yes

---

**Source URL:** <https://www.cu.edu/blog/psc-communicator/opting-back-psc-communications>

### **Links**

[1] <https://www.cu.edu/blog/psc-communicator/opting-back-psc-communications>

[2] <https://www.cu.edu/blog/psc-communicator/author/69272> [3] <mailto:denise.nakamichi@cu.edu>