

HOW TO CHANGE YOUR CONTACTS MARKETING COMMUNICATION PREFERENCES - ANDROID

Does your contact want to opt out of receiving certain marketing communications? This guide will show you how to use your Android device to opt a contact in or out of recieving email, sms, telephone calls or mail.

O1 Tap the Accounts and Prospects search bar on the home page and type the name of the account that your contact is associated with.



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Accounts		
Search results for 'Mike'		
Second Se		
MIKE EDWARDS	C00167	
53 PARK STDEET WALLASEY, WIRRA	L, CH44 1AT	
MIKE BENNETT	C00754	
3 FIRTREE CLOSE, NORTHWICH, CHESHIRE, CW8 4SL		
MIKE BULL	C00953	
56 GLAN SEIONT, CAERNARFON, GW	YNEDD, LL55 2DX	
MIKE BENNETT	C01141	
24 TYN RHOS, GAERWEN, ANGLESEY	′, LL60 6HL	

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Tap **Contacts**, from the **Actions** section.

2 Select the account that your contact belongs to.



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	Accounts
	List of Contacts
Tap the contact who you would like to change the preferences for.	Account Roll up
	MIKE BENNETT (C01141)
	Ms Nicola Hanlock
	Mike Mantle
	Sandy Koufax



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Training@sales-i.com

05 Next, tap the **pencil icon** to take you to the contact edit screen.

06	Finally, scroll to Mail Preferences and
00	tap an option e.g. Email Preferences, to
	select whether to opt them in or out of
	this communication.

Once you have updated their preferences tap **Save**, in the top right hand corner.

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× Edit Contact	
Mail Preferences	
Email preferences	
O Unspecified	
Opt-out	
Opt-in	
 Unspecified Opt-out Opt-in 	
Phone Preferences	
Unspecified	
Opt-out	
Opt-in	