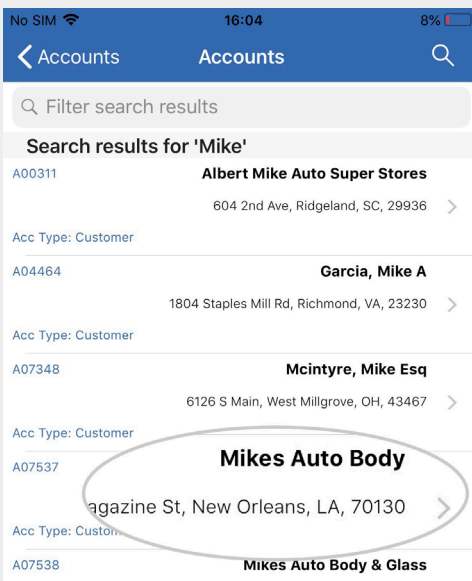
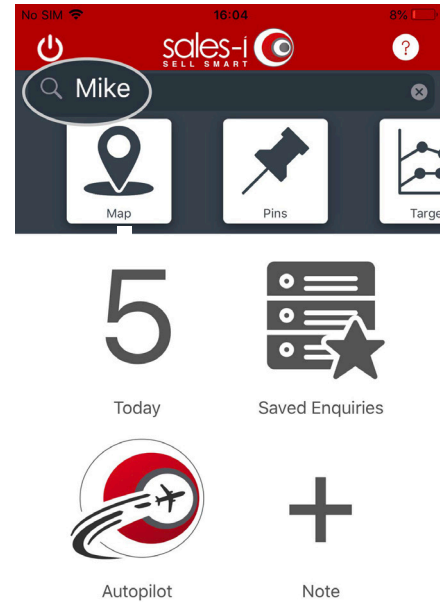


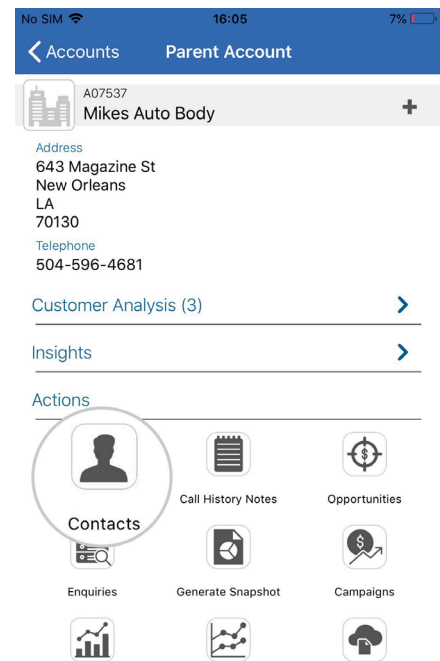
# HOW TO OPT A CONTACT IN OR OUT OF COMMUNICATIONS

This guide will show you how to opt a contact in or out of email, sms, telephone or mail communications as required when using the sales-i Apple app.

**01** Once logged into sales-i, tap the **Quick search box** and type the name of the account that your contact is associated with.

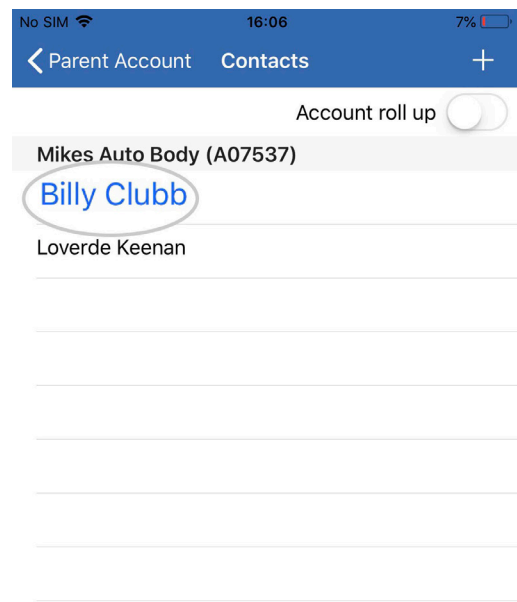


**02** Select the account that your contact belongs to.

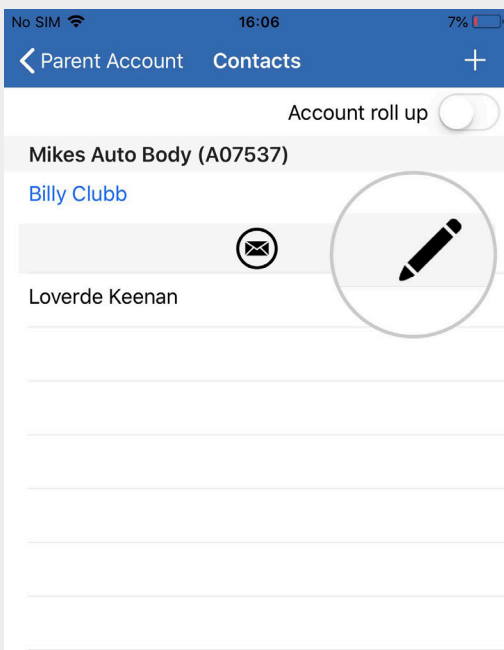


**03** Tap **Contacts**, from the Actions section.

**04** Tap the correct contact who you would like to opt in or out of communications.



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



**06** Finally, scroll to Mail Preferences and tap an option e.g. Email Preferences, to select whether they to opt them in or out of communications via this channel e.g. Email. Once you have updated their preferences tap **Save**, in the top right hand corner.

