

# How to Unsubscribe from the Live Lecture and Webinar Reminders Forum

1. Log in to Moodle - <https://teflacademyonline.com/>
2. On the main page, you will see the following (although your course date will most likely be different)
  - a. Select **Live Lecture and Webinar Reminders**

The image shows a screenshot of the Moodle user interface. A blue arrow points to the 'Live Lecture and Webinar Reminders' forum link in the top navigation bar. Below this, the 'My courses' section is visible, listing 'ITA Online - March 27, 2017 - Section F' (Teacher: Kristin Jones) and 'ITA TEFL Practicum' (Teacher: Student Affairs). To the right, a 'Navigation' menu is expanded, showing options like 'Home', 'Site pages', 'Site news', and 'Live Lecture and Webinar Reminders'. Below the navigation menu is an 'Administration' menu, which is also expanded to show 'Forum administration' options, including 'Auto subscription' and 'Unsubscribe from this forum'. A second blue arrow points to the 'Unsubscribe from this forum' option.

3. On the left-hand side of your screen, select **Unsubscribe from this Forum.**