HOW TO MANAGE THE EMAILS YOU RECEIVE FROM SUN CITY ORO VALLEY

1. Go into ANY email sent by a SCOV employee
2. Scroll all the way to the bottom of that email.
3. Click on UPDATE YOUR PROFILE.
4. You will now see an UPDATE YOUR SUN CITY PROFILE window.
	1. Verify all the information is correct
	2. Click on SUBMIT
5. You will now receive a *thank you* message with instructions to go to your personal email.
6. Go to your personal email and you should have a message in your inbox from Sun City Oro Valley with the subject of Update Your Profile. Go ahead and open that email.
7. Click on the Update Your Profile link in your email message.
8. You will now see and Update Your Profile form.
	1. Make sure all the information is correct.
	2. Check/uncheck the boxes you wish to receive/not receive emails.
	3. Click on SUBMIT.
9. You will now see a message that reads “Thank you! Your profile changes have been processed.”