



SOUTH SEATTLE COLLEGE

One of the Seattle Colleges

(3) Ways to 'Opt Out' of @SouthSeattle.edu Email Broadcasts

1. FILTER my @SouthSeattle.edu email

Creating filters in your @SouthSeattle.edu (Gmail) account is a great way to keep your inbox organized.

Filters can sort and automatically manage your incoming mail.

You can filter emails with **email addresses**, **subject lines**, or even **certain words** in its content.

- <http://www.wikihow.com/Create-a-Filter-in-Gmail>
- <https://support.google.com/mail/answer/6579?hl=en>

2. DELETE my @SouthSeattle.edu account

To request deletion of any @SouthSeattle.edu e-mail acct, please email SaraNewman@SouthSeattle.edu and provide your **SID (Student Identification Number)** and **full birthday date** (as on record with Seattle Colleges) as proof of account ownership in your request.

IMPORTANT -- Both pieces of information (as listed above) are required as removal (deleting) a South Seattle College Google Apps for Education (SSC GA4E) account is permanent -- NOT RECOVERABLE.

3) STOP FORWARDING my @SouthSeattle.edu email

If you have the forwarding feature activated on your account you can also remove that functionality to stop receiving emails in your personal account. Example of steps

<http://classroom.synonym.com/stop-email-forwarding-gmail-8304.html>