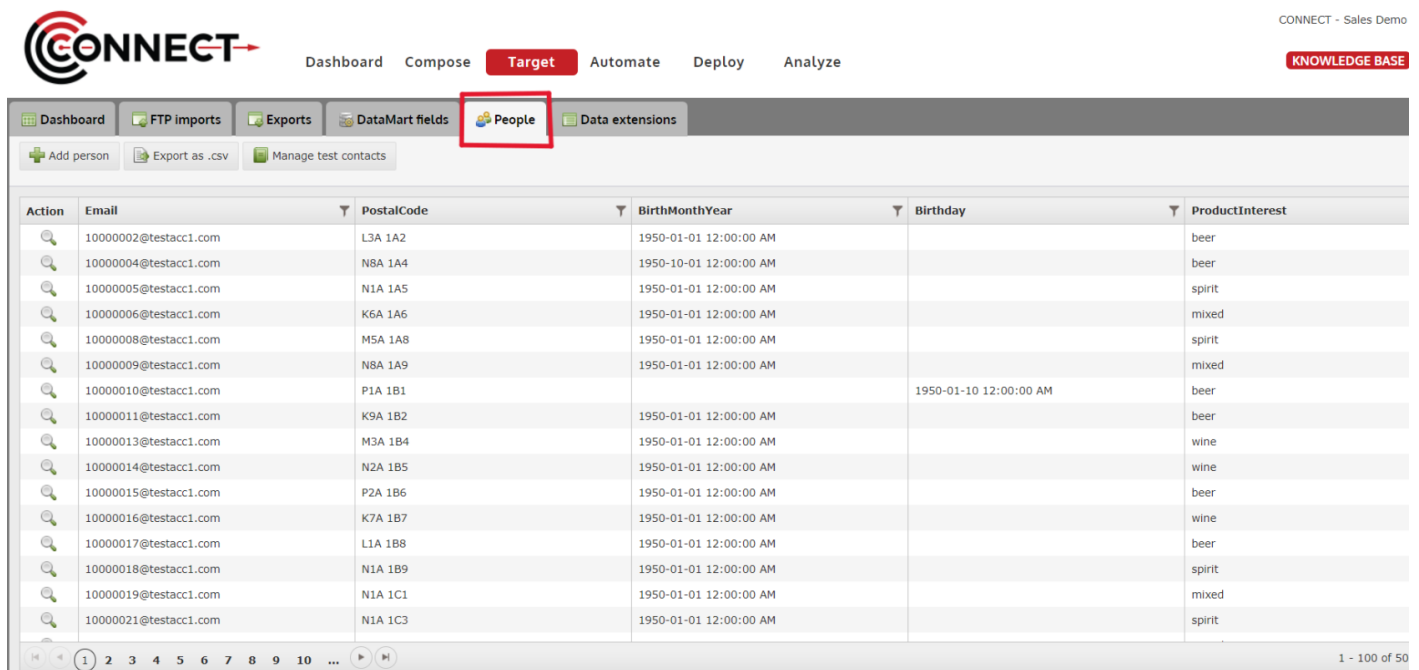


# How to Unsubscribe One Contact from a Subscription(s)

If you come across an individual who wishes to be removed from one or multiple subscriptions you are currently deploying to, you can use this method to unsubscribe them from those subscriptions.

## 1. Navigate to the People tab in the Target page



CONNECT - Sales Demo

Dashboard Compose **Target** Automate Deploy Analyze

KNOWLEDGE BASE

















Dashboard FTP imports Exports DataMart fields **People** Data extensions

+ Add person Export as .csv Manage test contacts

Action	Email	PostalCode	BirthMonthYear	Birthday	ProductInterest
	10000002@testacc1.com	L3A 1A2	1950-01-01 12:00:00 AM		beer
	10000004@testacc1.com	N8A 1A4	1950-10-01 12:00:00 AM		beer
	10000005@testacc1.com	N1A 1A5	1950-01-01 12:00:00 AM		spirit
	10000006@testacc1.com	K6A 1A6	1950-01-01 12:00:00 AM		mixed
	10000008@testacc1.com	M5A 1A8	1950-01-01 12:00:00 AM		spirit
	10000009@testacc1.com	N8A 1A9	1950-01-01 12:00:00 AM		mixed
	10000010@testacc1.com	P1A 1B1		1950-01-10 12:00:00 AM	beer
	10000011@testacc1.com	K9A 1B2	1950-01-01 12:00:00 AM		beer
	10000013@testacc1.com	M3A 1B4	1950-01-01 12:00:00 AM		wine
	10000014@testacc1.com	N2A 1B5	1950-01-01 12:00:00 AM		wine
	10000015@testacc1.com	P2A 1B6	1950-01-01 12:00:00 AM		beer
	10000016@testacc1.com	K7A 1B7	1950-01-01 12:00:00 AM		wine
	10000017@testacc1.com	L1A 1B8	1950-01-01 12:00:00 AM		beer
	10000018@testacc1.com	N1A 1B9	1950-01-01 12:00:00 AM		spirit
	10000019@testacc1.com	N1A 1C1	1950-01-01 12:00:00 AM		mixed
	10000021@testacc1.com	N1A 1C3	1950-01-01 12:00:00 AM		spirit

1 - 100 of 50

## 2. Locate the contact you would like to unsubscribe and click the "View" icon

Dashboard FTP imports Exports DataMart fields People Data extensions						
Add person Export as .csv Manage test contacts						
Action	Email	PostalCode	BirthMonthYear	Birthday	ProductInterest	
	10000002@testacc1.com	L3A 1A2	1950-01-01 12:00:00 AM		beer	
	10000004@testacc1.com	N8A 1A4	1950-10-01 12:00:00 AM		beer	
	10000005@testacc1.com	N1A 1A5	1950-01-01 12:00:00 AM		spirit	
	10000006@testacc1.com	K6A 1A6	1950-01-01 12:00:00 AM		mixed	
	10000008@testacc1.com	M5A 1A8	1950-01-01 12:00:00 AM		spirit	
	10000009@testacc1.com	N8A 1A9	1950-01-01 12:00:00 AM		mixed	
	10000010@testacc1.com	P1A 1B1		1950-01-10 12:00:00 AM	beer	
	10000011@testacc1.com	K9A 1B2	1950-01-01 12:00:00 AM		beer	
	10000013@testacc1.com	M3A 1B4	1950-01-01 12:00:00 AM		wine	
	10000014@testacc1.com	N2A 1B5	1950-01-01 12:00:00 AM		wine	
	10000015@testacc1.com	P2A 1B6	1950-01-01 12:00:00 AM		beer	
	10000016@testacc1.com	K7A 1B7	1950-01-01 12:00:00 AM		wine	
	10000017@testacc1.com	L1A 1B8	1950-01-01 12:00:00 AM		beer	
	10000018@testacc1.com	N1A 1B9	1950-01-01 12:00:00 AM		spirit	
	10000019@testacc1.com	N1A 1C1	1950-01-01 12:00:00 AM		mixed	
	10000021@testacc1.com	N1A 1C3	1950-01-01 12:00:00 AM		spirit	

- Tip: Use the "filter" option on your "Email" column to quickly find a contact by their email address.

### 3. Click the "Edit record" button at the top



Contact Information Change History

Field name	Value
Email:	10000002@testacc1.com
FirstName:	Subs Test
LastName:	again
Address:	
City:	Waterloo
Province:	Ontario
PostalCode:	L3A 1A2
BirthMonthYear:	1950-01-01 12:00:00 AM
Birthday:	
Language:	EN

Date Created: 4/7/2022 11:08:37 AM  
Original Source: Upload - contacts

Subscription	Permission Level	Permi
Newsletter	Unsubscribe	21
Promotional	Unsubscribe	21
B2B	Unsubscribe	21

Hard Bounce: No

Complaint: No

Contact Type: Test account  
Stakeholder  
Seed

## 4. Change the permission level of the subscription(s) you want to unsubscribe them from, to "Unsubscribe"



Contact Information Change History

Field name	Value
Email:	10000002@testacc1.com
FirstName:	Subs Test
LastName:	again
Address:	
City:	Waterloo
Province:	Ontario
PostalCode:	L3A 1A2
BirthMonthYear:	1950-01-01 12:00:00 AM (YYYY-MM-DD HH:MM:SS AM/PM - Time is optional)
Birthday:	
Language:	EN

Date Created: 4/7/2022 11:08:37 AM  
Original Source: Upload - contacts


Subscription	Permission Level	Permission Capture
Newsletter	Unsubscribe	2018-11-27 13:00:12
Promotional	Unsubscribe	2018-11-27 13:00:00
B2B	Unsubscribe	2018-11-27 13:00:00

Hard Bounce: No

Complaint: No

Contact Type: ☐ Test account  
☐ Stakeholder  
☐ Seed

## 5. Click "Save changes" once finished



CONNECT - Sales Demo

Dashboard Compose **Target** Automate Deploy Analyze

KNOWLEDGE BASE

Dashboard FTP Imports Exports DataMart fields People Data extensions

Back Save changes Cancel

**Contact Information** Change History

Field name	Value
Email:	10000002@testacc1.com
FirstName:	Subs Test
LastName:	again
Address:	
City:	Waterloo
Province:	Ontario
PostalCode:	L3A 1A2
BirthMonthYear:	1950-01-01 12:00:00 AM (YYYY-MM-DD HH:MM:SS AM/PM - Time is optional)
Birthday:	

**Date Created:** 4/7/2022 11:08:37 AM  
**Original Source:** Upload - contacts

Subscription	Permission Level	Permission Capture
Newsletter	Unsubscribe	2018-11-27 13:00:12
Promotional	Unsubscribe	2018-11-27 13:00:00
B2B	Unsubscribe	2018-11-27 13:00:00

**Hard Bounce:** No

**Complaint:** No

**Contact Type:** ☐ Test account  
☐ Stakeholder  
☐ Seed

Revision #2

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Updated 27 October 2023 19:47:34 by Matthew Monteiro