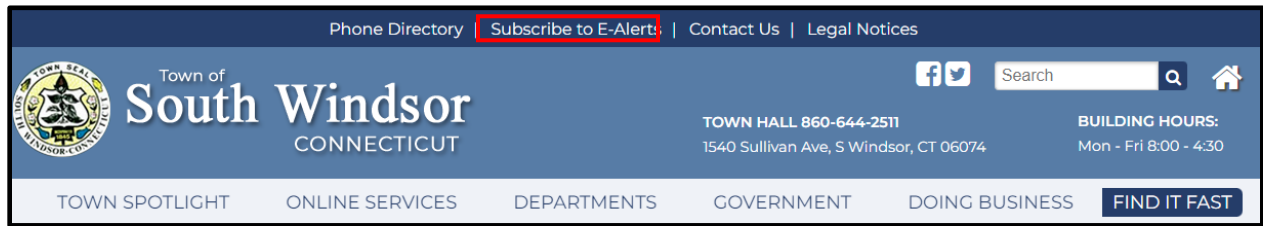


How to Subscribe to E-Alerts

1. Click Subscribe to E-Alerts at the top of the page.



2. Enter your email address in the field at the top and confirm it. Make sure to check your spelling.

A screenshot of a web form titled "Subscribe to News". The form has a light blue header with the word "Home" in a smaller font. Below the title, there are two input fields. The first is labeled "Your Email" and contains the text "john.doe@email.com". The second is labeled "Confirm Email" and also contains "john.doe@email.com".

3. Click the check box for the type of alert you would like to receive an email for. Scroll down to the bottom of the page and click the "I'm not a robot" CAPTCHA and follow its steps. Then press the Subscribe Me button.

A screenshot of a web form showing alert selection options. There are several checkboxes: "South Windsor Walk and Wheel Ways Subcommittee" (unchecked), "Town Council" (checked with a blue checkmark), "Transparency Task Force" (unchecked), "Water Pollution Control Authority" (unchecked), "Zoning Board of Appeals" (unchecked), "Concrete Foundation Information" (unchecked), "Town Manager" (unchecked), "Town Manager's Reports" (unchecked), and "Town Manager" (checked with a blue checkmark). Below these is a CAPTCHA section with a green checkmark and the text "I'm not a robot". To the right of the CAPTCHA is a reCAPTCHA logo and links for "Privacy" and "Terms". At the bottom, there are two buttons: "Subscribe Me" (highlighted with a red box) and "Unsubscribe".

4. To Unsubscribe follow steps 2 – 3 but choose the Unsubscribe option. If you do not remember which alerts you are subscribed to, then select check all the alerts and click Unsubscribe. Then repeat steps 2-3 to sign up for alerts you know you want to receive.