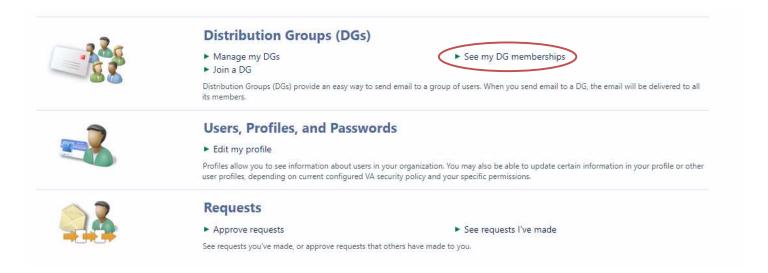


## To stop receiving a Literature Alert follow the instructions below

- 1. Access the Microsoft Identify Manager (MIM) portal by enabling all features on this PDF and clicking this link, or copy/pasting the following link into a web browser on the VA network: https://mim.va.gov/identitymanagement/default.aspx
- 2. Click See my DG memberships.



3. Click the checkbox next to the group(s) you wish to leave. Then click Leave.



4. Follow the remaining steps as prompted to be removed from the distribution group.

**Note**: If the Literature Alert group you are trying to leave is not listed, then you are receiving it because you are in a larger group that is subscribed (for example, your manager might have subscribed your entire work group.) There is no good way to leave the literature alert group in this event. Use Outlook to set up a rule to send the literature alert emails to a subfolder so that they no longer appear in your inbox.