


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.



Distribution Groups (DGs)

- ▶ Manage my DGs
- ▶ Join a DG
- ▶ **See my DG memberships**


Distribution Groups (DGs) provide an easy way to send email to a group of users. When you send email to a DG, the email will be delivered to all its members.



Users, Profiles, and Passwords

- ▶ Edit my profile

Profiles allow you to see information about users in your organization. You may also be able to update certain information in your profile or other user profiles, depending on current configured VA security policy and your specific permissions.









Requests

- ▶ Approve requests
- ▶ See requests I've made

See requests you've made, or approve requests that others have made to you.

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

My Distribution Group Memberships

<input type="checkbox"/> Display Name ▲	Description	E-mail
<input type="checkbox"/> EAS FORCE ALL USERS		allforceusers@va.gov
<input type="checkbox"/> VA TOMS Program Office 2		VATOMSPProgramOffice2@va.gov
<input type="checkbox"/> VANW AFGE BUE Postings 3		vanwafge3@va.gov
<input type="checkbox"/> VHA C20 S-Z		VHAC20COVIDS-Z@va.gov
<input type="checkbox"/> VHA CCAG Members		vhaccagmembers@va.gov
<input type="checkbox"/> VHA Library Alerts Coronavirus		VHALibraryAlertsCoronavirus@va.gov
<input type="checkbox"/> VHA Library Alerts Discharge Planning		vhlibalertDP@va.gov
<input checked="" type="checkbox"/> VHA Library Alerts EMDR		VHALibraryAlertsEMDR@va.gov
<input type="checkbox"/> VHA Library Alerts Geriatric Psychiatry		vacolagp@va.gov

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.