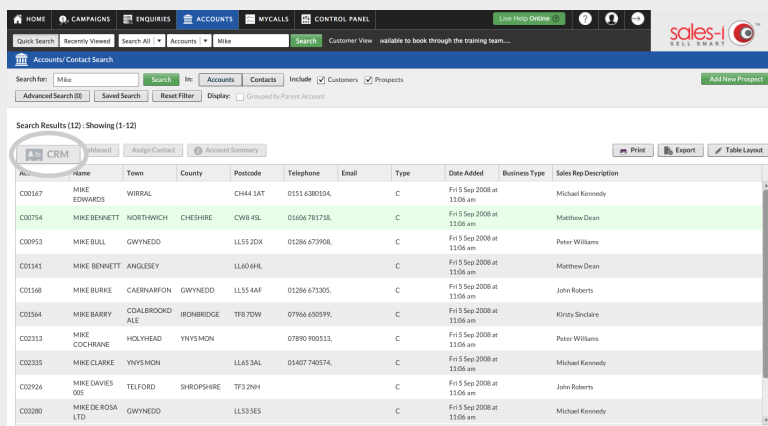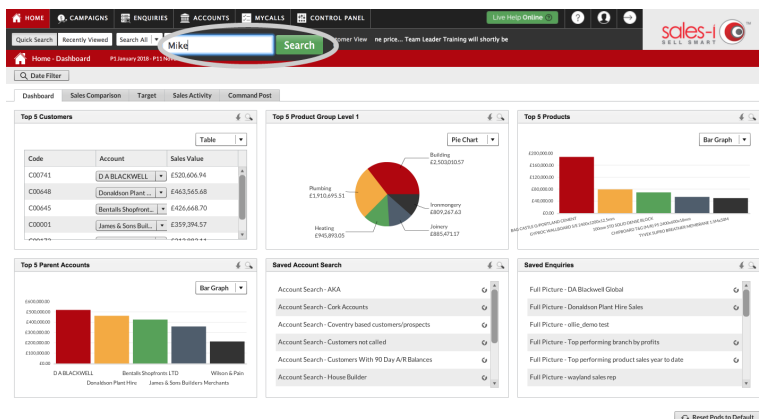# HOW TO CHANGE YOUR CONTACTS MARKETING COMMUNICATION PREFERENCES - DESKTOP
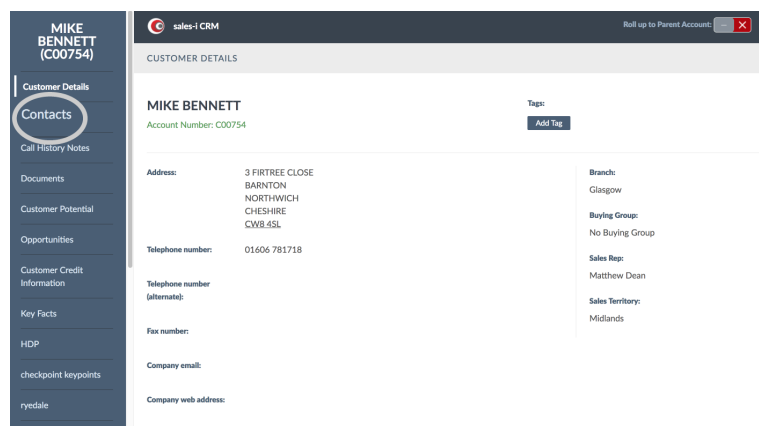
Does your contact want to opt out of receiving certain marketing communications? This guide will show you how to to opt a contact in or out of recieving email, sms, telephone calls or mail.

**01** Select the **Accounts and Prospects search bar** on the home page and type the name of the account that your contact is associated with then click **Search**.
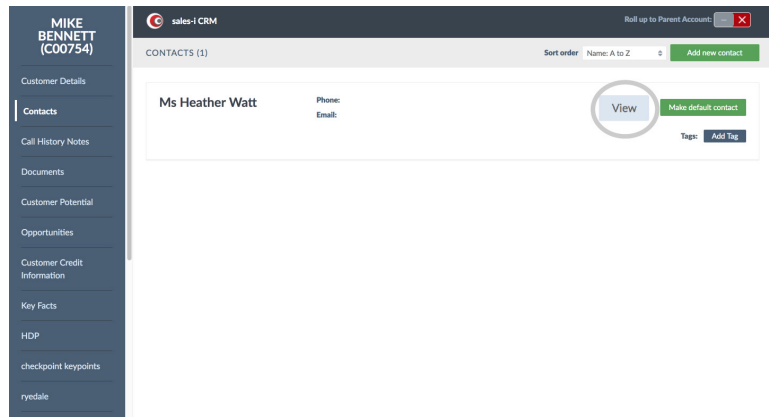


**02** Select the account that your contact belongs to so it highlights green and then select **CRM**.



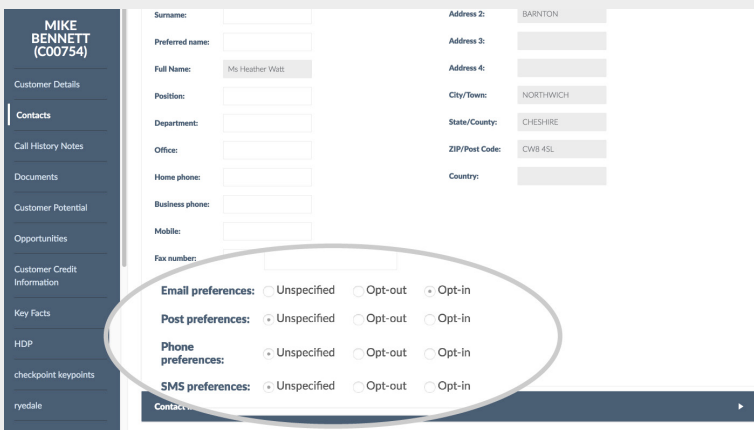**03** Select **Contacts**, from the left hand side menu.

**04**

Select **View** next to the contact's name who you would like to change the preferences for.



**05**

Scroll down to see the contact's communication preferences and select your desired option e.g. Email Preferences.

Select whether to opt them in or out of this communication or leave as unspecified.
.



**06**

Finally, scroll back up and select **Update**, in the top right hand corner.