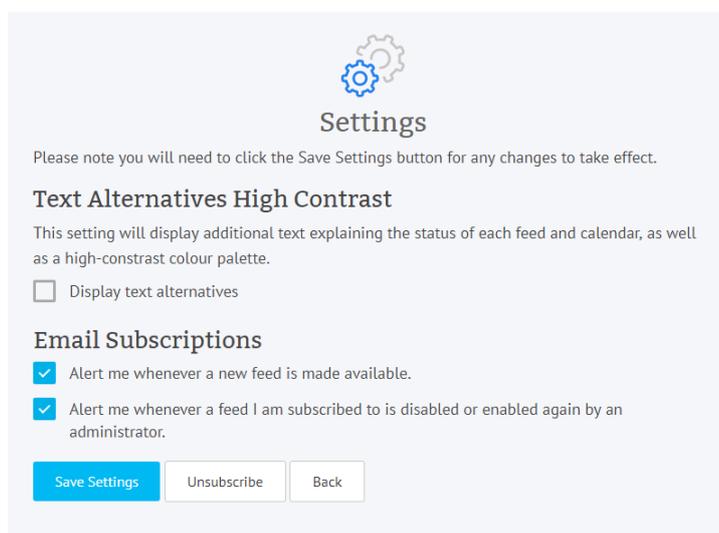
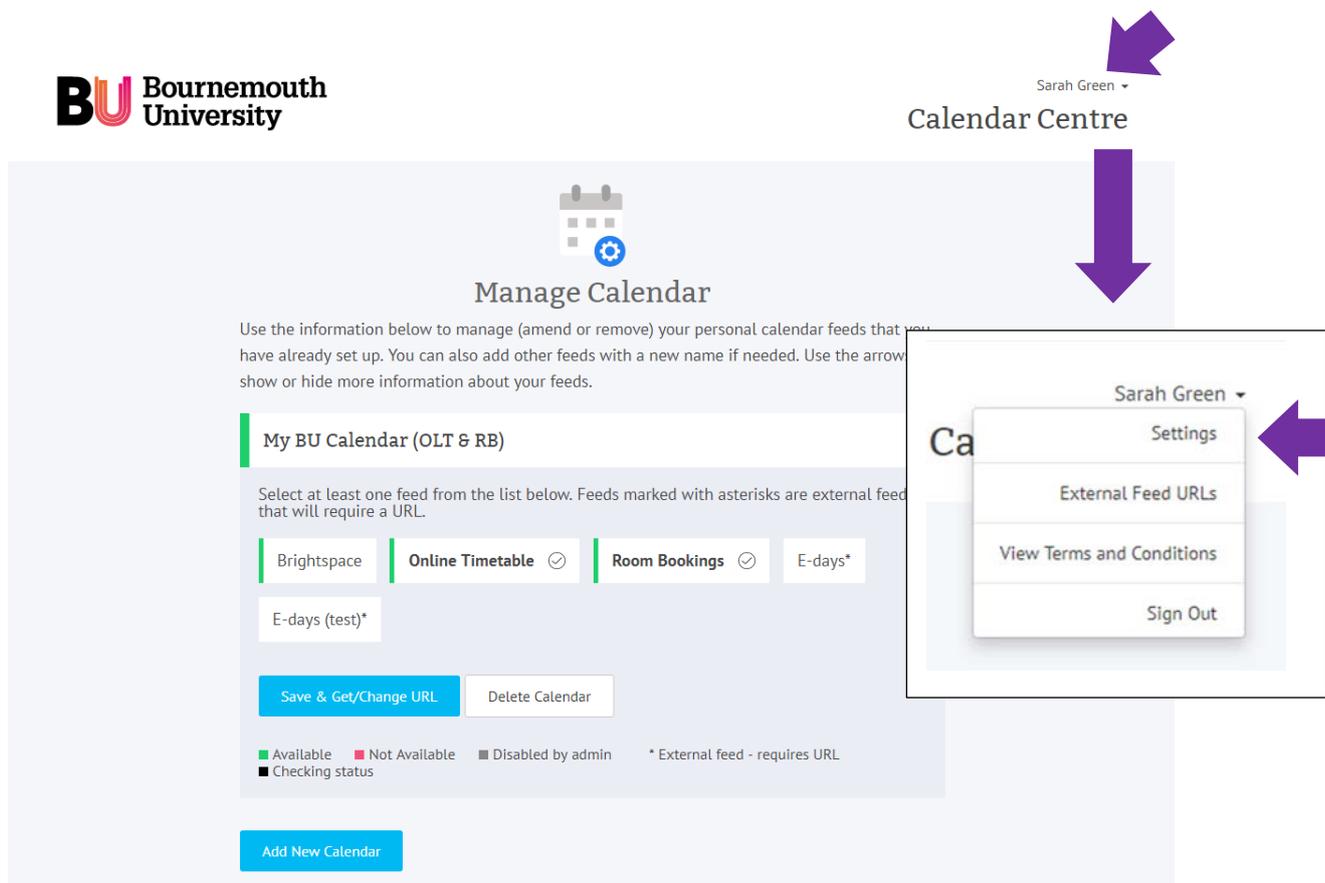
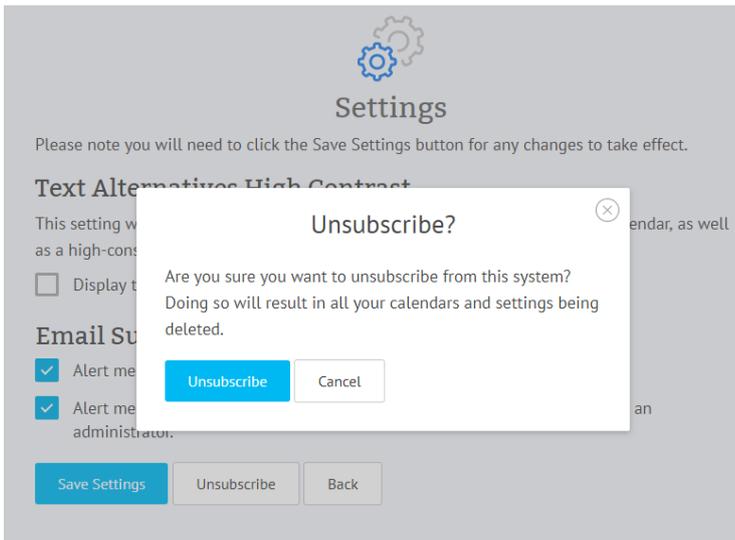


## How to Unsubscribe or Re-subscribe to Calendar Centre

1. If you no longer wish to use the Calendar Centre you can easily unsubscribe at any time. Just log in to the Calendar Centre via the link in Brightspace (under Useful links) or use the link here: <https://calendarcentre.bournemouth.ac.uk/>
2. If you have previously set up a Calendar Centre feed you will go to the Manage Calendar screen (see below). If not, you will see a page of Terms and Conditions.
3. Click on your name at the top right hand corner of the screen to open the drop down menu by your name, and select Settings. This allows you to unsubscribe as well as manage your settings (Text alternatives and Email subscriptions) if you need to.



- If you wish to unsubscribe fully click on **Unsubscribe** and then click on **Unsubscribe** again to confirm. Click Cancel if you are not sure you wish to unsubscribe.



- This takes to you an exit page, where you can start the subscription process again from scratch if you wish. Click on **Start again** if required.

