

# Prevent duplicate emails from LibNet blog

All colleagues receive email alerts of new blog posts as [liblist@ucl.ac.uk](mailto:liblist@ucl.ac.uk) is subscribed to the LibNet staff blog. However, some colleagues may get duplicate email alerts. This is likely because you're subscribed individually, in addition to liblist. Follow these instructions to only receive 1 email.

## Log in to the blog

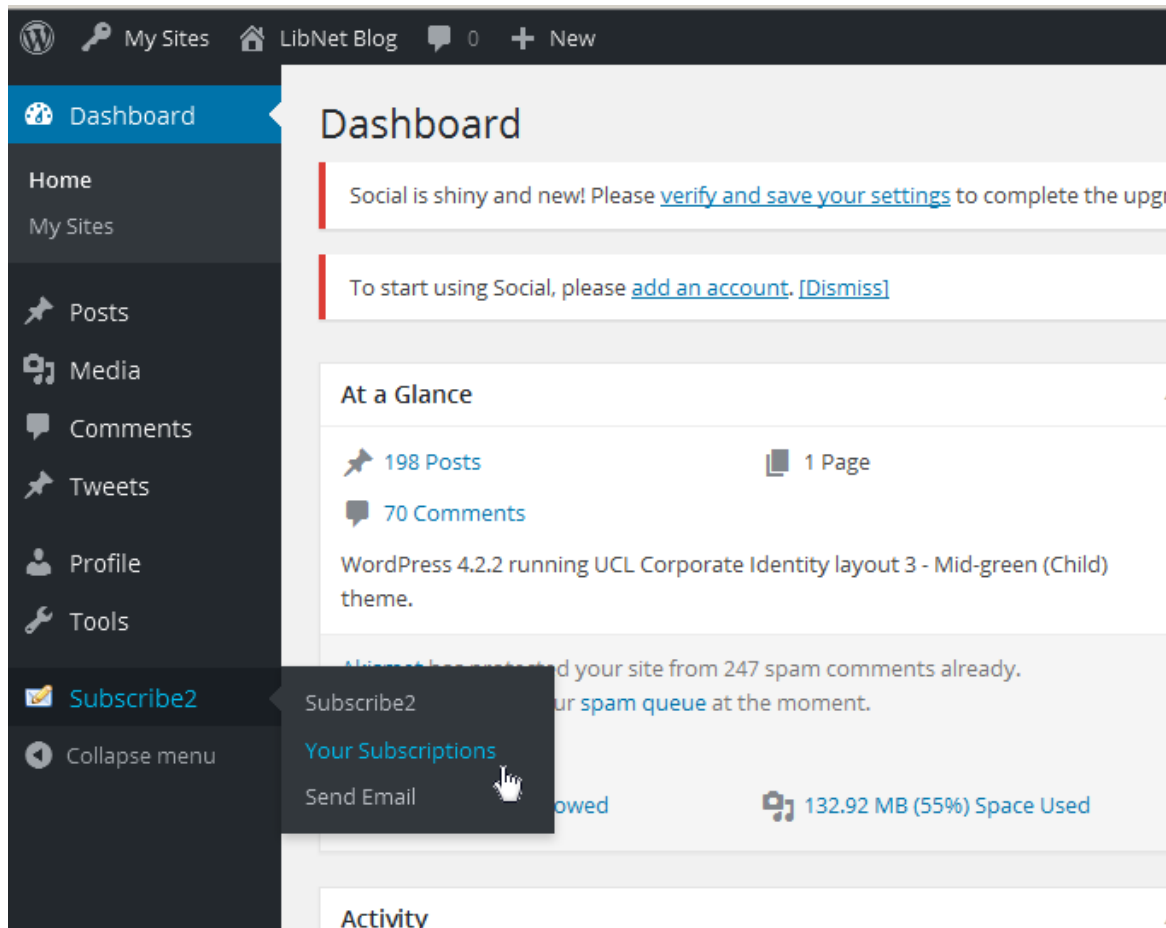
The 'Enter the blog admin' link is located in the right column of the page, the last item in the list.

When you first log in you will likely see a screen called 'My Sites'.

Click on 'Dashboard' under 'LibNet staff news'.

## Go to your subscriptions

In the next screen, move the mouse over the 'Subscribe2' link in the left column, *but do not click*. Instead, wait for the submenu to appear and select 'Your Subscriptions'.



## Unsubscribe

On the next page you'll see a list of blog categories under the heading 'Subscribed Categories on LibNet Blog'.

But above this you should see a button labelled 'Unsubscribe me from this blog'. Click on the button and guess what... it unsubscribes you from the blog.

My Sites LibNet Blog 0 + New

Dashboard  
Posts  
Media  
Comments  
Tweets  
Profile  
Tools

Subscribe2

Subscribe2  
Your Subscriptions  
Send Email  
Collapse menu

**Grow your site traffic faster: Activate Subscribe2's User Growth Engine (ReadyGr)**  
Promotion to New Users | Viral Signup Form | Site Update emails | Import Existing Users

### Notification Settings

Social is shiny and new! Please [verify and save your settings](#) to complete the upgrade.

To start using Social, please [add an account](#). [\[Dismiss\]](#)

Receive email as:  HTML - Full  HTML - Excerpt  Plain Text - Full  Plain Text - Excerpt

Automatically subscribe me to newly created categories:  Yes  No

←

### Subscribed Categories on LibNet Blog

<input checked="" type="checkbox"/> Select / Unselect All	<input checked="" type="checkbox"/> Research Support
<input checked="" type="checkbox"/> <a href="#">Communication, Open Access and outreach</a>	<input checked="" type="checkbox"/> <a href="#">Space Management</a>
<input checked="" type="checkbox"/> <a href="#">Communication</a>	<input checked="" type="checkbox"/> <a href="#">Staff, equality and diversity</a>
<input checked="" type="checkbox"/> <a href="#">The Director's View</a>	<input checked="" type="checkbox"/> <a href="#">Student Experience</a>
<input checked="" type="checkbox"/> <a href="#">European Developments</a>	<input checked="" type="checkbox"/> <a href="#">Sustainable estate</a>
<input checked="" type="checkbox"/> <a href="#">Finance, management information and value for money</a>	<input checked="" type="checkbox"/> <a href="#">Systems and processes</a>
<input checked="" type="checkbox"/> <a href="#">General</a>	<input checked="" type="checkbox"/> <a href="#">User experience</a>
<input checked="" type="checkbox"/> <a href="#">Support for Healthcare</a>	<input checked="" type="checkbox"/> <a href="#">Widening Participation &amp; Publ</a>
<input checked="" type="checkbox"/> <a href="#">Journal Club</a>	

You should no longer receive duplicate emails whenever a new post is added.