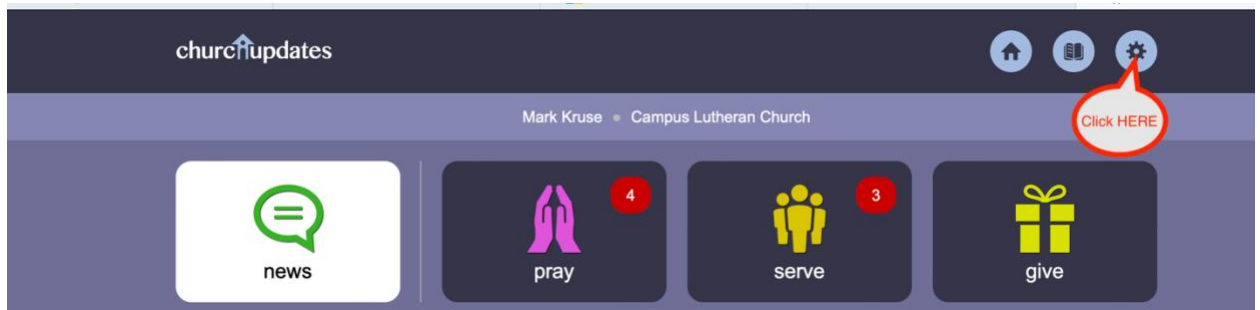


## How to sign up for weekly notifications from Church Updates in your email

1. Visit [www.campuslutheran.org](http://www.campuslutheran.org)
2. Hover the mouse pointer over **NEWS**, then select **CHURCH UPDATES**
3. Click the button labeled **VISIT CHURCH UPDATES**.
4. On the Church Updates log-in screen, enter your email address and click the login button. (you may not see this screen if you have previously logged in to Church Updates)
5. You may be asked to answer a security question, if so, enter the answer and click the submit button.
6. On the Church Updates main screen, click the **gear icon** in the top right corner of the screen.



7. On the settings page, select **Edit member info**. Verify your email address, then scroll down and press the **Update** button.
8. Next click the **Email Preferences** button. In the **Email Preferences** dialog, verify that **“Receive a weekly email digest”** and **“Receive time-sensitive emails”** are checked. Click the **Update** button.

## Email Preferences



Change your email preferences and click **update**.

Receive a weekly email digest.

Leaving this box checked is recommended.

Receive time-sensitive emails.

Leaving this box checked is recommended.

update

[back to settings](#)

9. Logout, or close your browser window. You are now set up to receive a weekly notification via email from Church Updates.