

Unsubscribing from Penny Notification Emails

Penny Timesheet notification emails are automated and sent out at various dates to remind staff that advice slips are available for viewing, or timesheets require Submission/Approval. If you no longer wish to receive these reminder emails, you have a couple of options available to unsubscribe.

Submit Help Desk Request to be removed

You can send a message to Help Desk and request that they remove you from future communications regarding certain notifications.

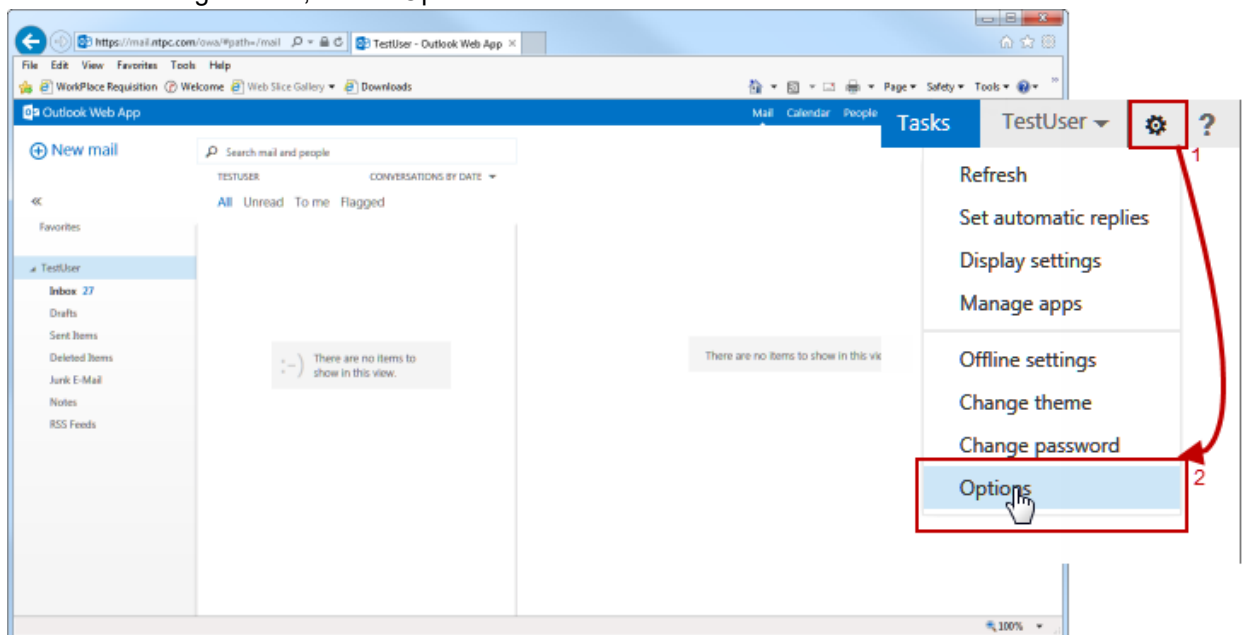
Clicking on this [link](#) will provide you with a sample template message you can use. Be sure to indicate which notifications you wish to unsubscribe from:

- Penny Timesheet Notification – PennyNotificationUnsubscribe@ntpc.com – Sent to all employees for notices Advice Slip availability and reminder of Timesheet Submission deadline.
- Penny Approval Notification – PennyApproveUnsubscribe@ntpc.com - Sent to all NTPC Managers for reminder of Timesheet Approval deadline.

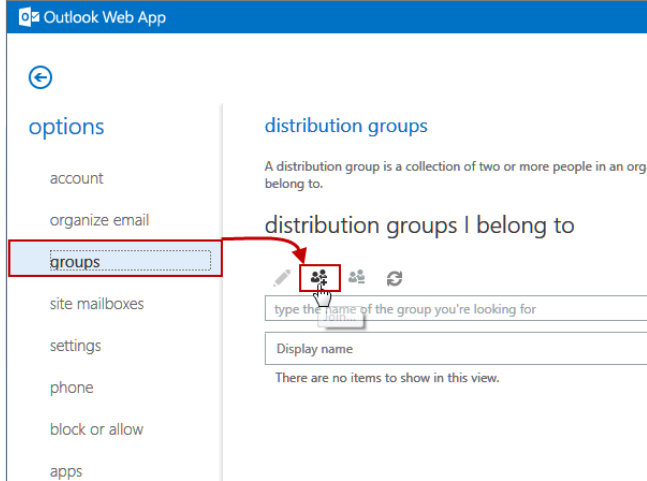
Add yourself to the Unsubscribe group

By adding yourself to the associated Unsubscribe group, it will prevent future messages from being delivered to your account. To accomplish this, follow these steps:

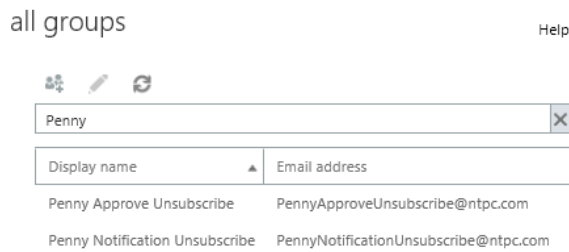
1. Logon to the [Outlook WebApp](#) with your account information.
2. From the 'Settings Menu', select 'Options'.



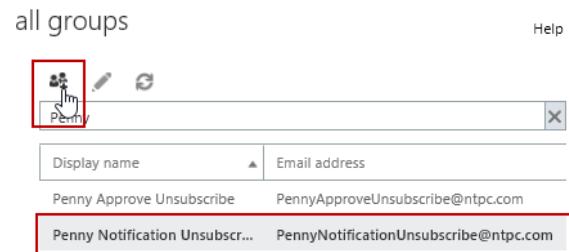
3. Choose the 'Groups' item from the left hand navigation tree, and click the 'join' button to join a new group.



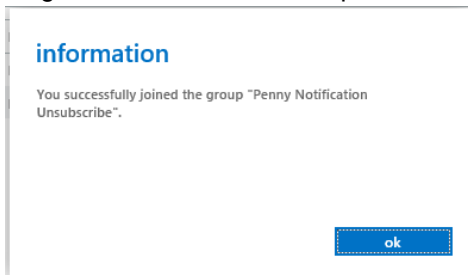
4. Find the Unsubscribe group from the list of groups. You can narrow down the results by typing a portion of the group name in the search field and hitting enter.



5. You can either double click the group name, or with the group highlighted click the 'Join' button.



6. You should now see a message indicating that you are a member of that group. You will no longer receive the Advice Slip notification emails.



7. To begin receiving these emails again in the future, repeat this process but remove yourself from the above group instead.

distribution groups I belong to

