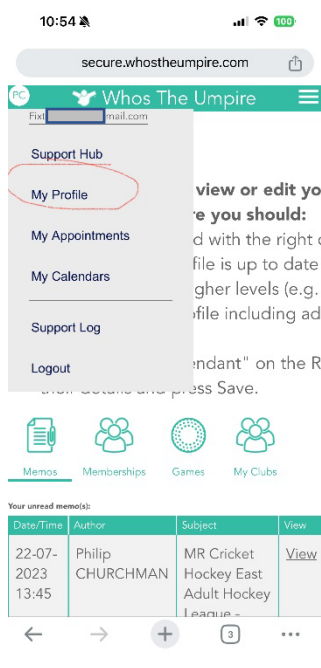
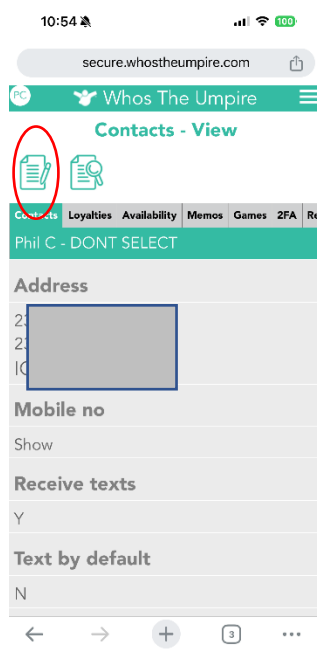


Log in to GMS as normal.

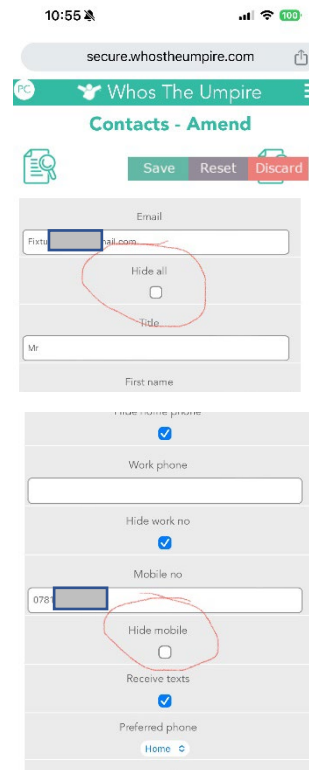
Access your profile by clicking on your initials in the top left corner.



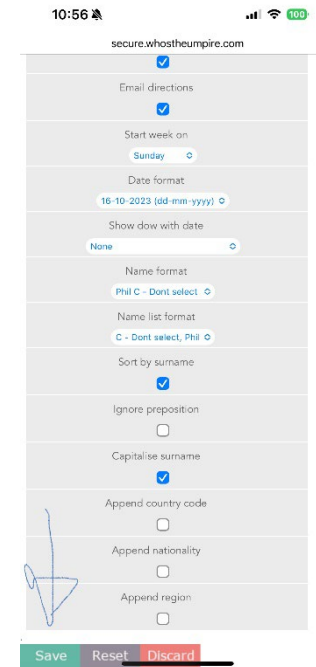
Click on "My Profile" to access your profile.



Click on the Edit profile screen, which is the little page and pencil icon in the top left.



Underneath your email and phone number there is a check box, make sure this IS NOT ticked.



Click "Save"