



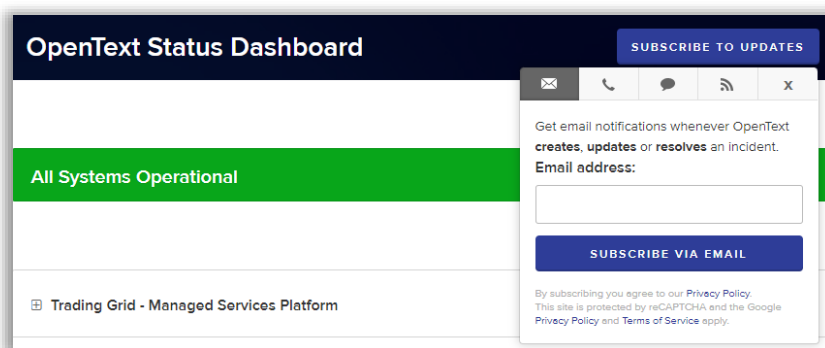
# Status Dashboard

How to subscribe to updates, manage your subscription, and unsubscribe

## 1 Subscribe to updates

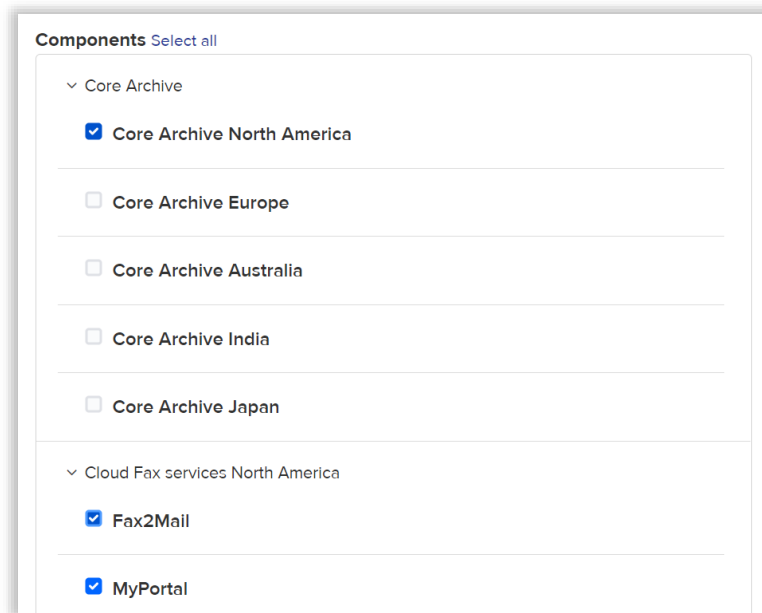
To receive incident and maintenance notifications and other important product information by email or text message:

1. Visit <https://status.opentext.com/>
2. Select **SUBSCRIBE TO UPDATES** and choose your preferred notification method.
3. Enter your contact information.



**Warning:** Using a Distribution List (DL) as a subscriber can result in any of the recipients on the DL effectively unsubscribing everyone else. For this reason, we strongly encourage you to avoid subscribing a Distribution List to your page, and instead, subscribe individual email addresses.

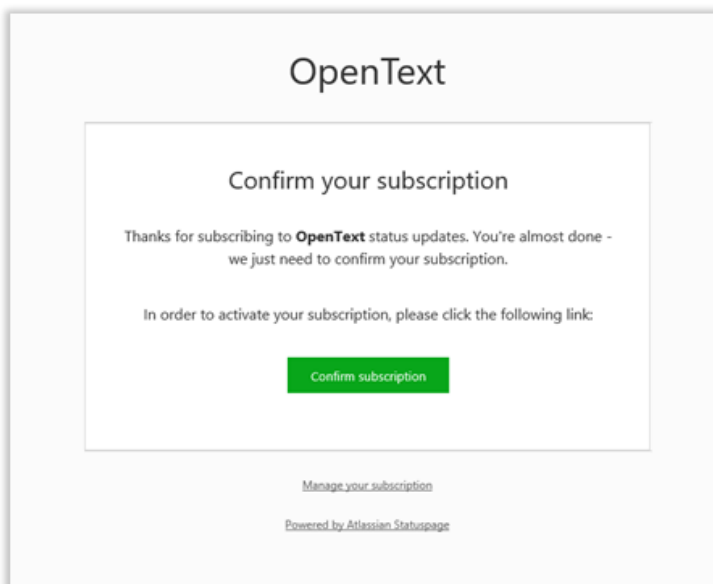
- By default, you will be subscribed to all service components. Uncheck the services that you don't want to get notifications for.



**Components** [Select all](#)

- ☒ Core Archive North America
- ☐ Core Archive Europe
- ☐ Core Archive Australia
- ☐ Core Archive India
- ☐ Core Archive Japan
- ☒ Fax2Mail
- ☒ MyPortal

- Click **Save**.
- Check your email or text messages for your subscription confirmation email or text message. Click **Confirm subscription** to confirm.



OpenText

## Confirm your subscription

Thanks for subscribing to **OpenText** status updates. You're almost done - we just need to confirm your subscription.

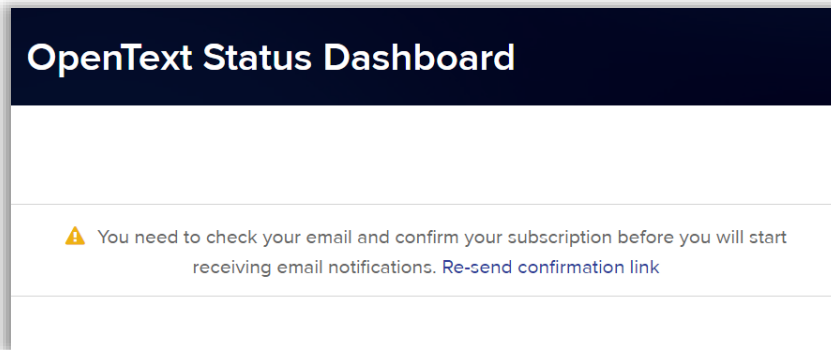
In order to activate your subscription, please click the following link:

[Confirm subscription](#)

[Manage your subscription](#)

Powered by Atlassian Statuspage

**Note:** If you don't receive the subscription confirmation email or text message, return to the Status Dashboard subscription dialog box and click the **Re-send confirmation link**.

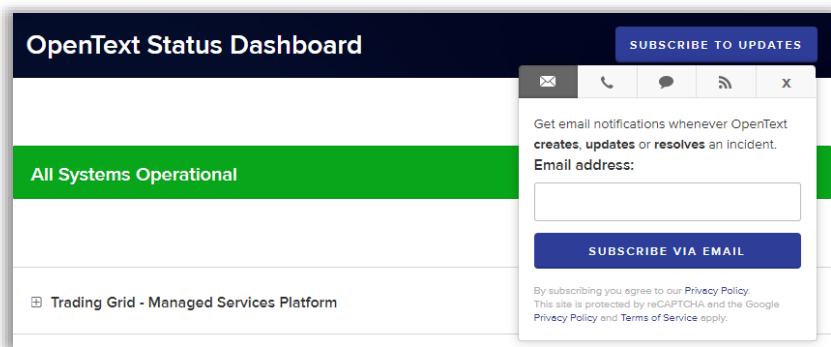


7. Add **noreply@statuspage.io** to your safe senders list.

## 2 Manage your subscription

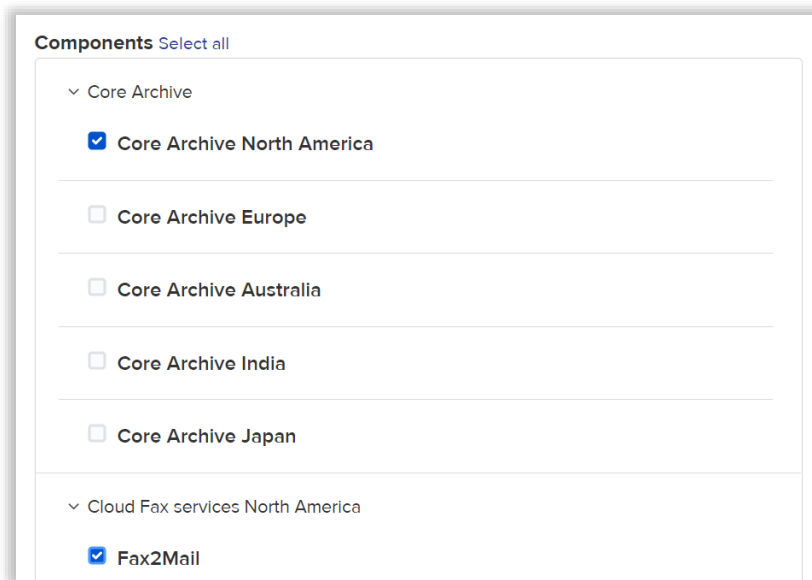
You can change the services you are subscribed to or unsubscribe at any time using the **SUBSCRIBE TO UPDATES** feature.

1. Visit <https://status.opentext.com/>
2. Select **SUBSCRIBE TO UPDATES** and enter your contact information to view your subscriptions.



## 2.1 Change services you are subscribed to

1. Select additional services or uncheck the services you no longer wish to receive updates for.



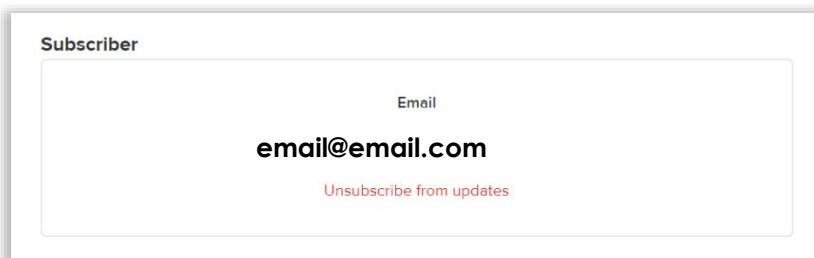
**Components** [Select all](#)

- ☒ Core Archive North America
- ☐ Core Archive Europe
- ☐ Core Archive Australia
- ☐ Core Archive India
- ☐ Core Archive Japan
- ☒ Fax2Mail

2. Click **Save**.

## 2.2 Unsubscribe from updates

1. To unsubscribe, click on **Unsubscribe from updates**.



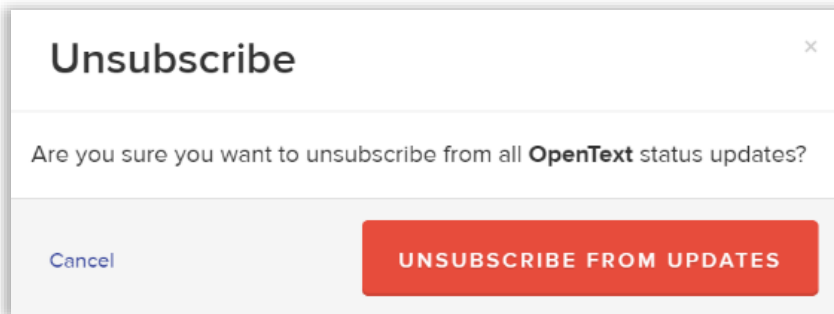
**Subscriber**

Email

**email@email.com**

[Unsubscribe from updates](#)

2. Confirm action in the **Unsubscribe** dialog box by clicking on **UNSUBSCRIBE FROM UPDATES**.



### 3 More information

For more information, contact our [support team](#).

## About OpenText

OpenText enables the digital world, creating a better way for organizations to work with information, on-premises or in the cloud. For more information about OpenText (NASDAQ/TSX: OTEX), visit [opentext.com](https://opentext.com).

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