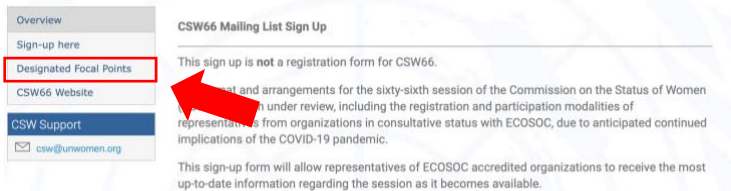


CSW66 Mailing List

Mailing List Sign-up Approval Guide

As in previous sessions, organizations in consultative status with ECOSOC utilize **designated focal points** on Indico to approve representatives of their organization. Please find below on how focal points may approve sign-ups for the mailing list. If your organization has not designated a focal point yet, please visit [iCSO](#) to do so. Once designated, it may take some time for the approval rights to transfer from iCSO to Indico. Please wait two (2) business days for approval rights if you have just designated a focal point on iCSO.

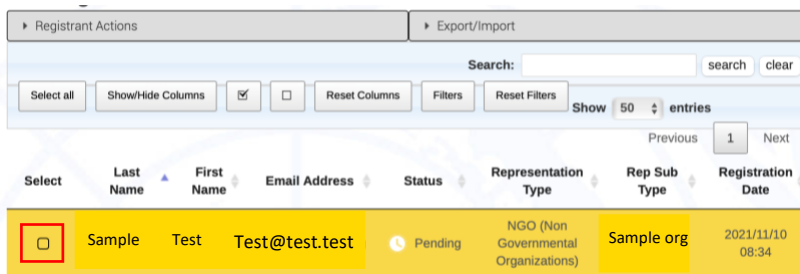
To approve representatives, first go to the CSW66 Mailing List [event page on Indico](#) and select the menu item **“Designated Focal Points”**.



Once on the Designated Focal Points page, select where it says click **“here”**



You are now in the area to view pending mailing list sign-ups; select each representative you would like to approve by clicking the checkbox under the **“Select”** column



Next select **“Registrant Actions”**



You should now see the menu options. You may now select **“Approve”** to approve your representatives to join the CSW66 Mailing List



Please make sure to select **“OK”** in the confirmation popup to successfully approve your representatives. They will then receive an automated confirmation email and be added to the CSW66 Mailing list.

