1. Navigate to www.alumni.anderson.ucla.edu
2. Select Stay Connected.
3. Select either the Emails Lists on the left or “Learn more here” under Email Lists in the center of the screen.

4. Select Start here in the center of the screen.
5. If prompted, log into your UCLA Anderson account. Enter your user ID in the Anderson UserID field. Your user ID is First Name (space) Last Name, example: joe bruin. Use the name that you used when you were a student at UCLA Anderson (e.g James instead of Jim, or maiden name instead of married).

6. Enter your password in the Password field. Your password is the last four digits of your social security number, example: 1919 or your 9-digit student ID number. If you need assistance with your password, please contact alumni.office@anderson.ucla.edu or call: 1-800-333-ALUM.

7. Click the Sign On button.

8. Read over the Usage Agreement and click the I Agree button.

9. You will now see a page of available email lists. To subscribe to a list, select a button under daily digest or individual emails next to the list you want to join. To unsubscribe from a list, select the unsubscribe button.

   **Daily Digest:** You receive one consolidated email for all activity in a single day.

   **Individual Emails:** You receive each individual email as they are sent.

   **Unsubscribe:** Unsubscribe preferred email address from the email list.

10. Click the Submit button to confirm your selections.

11. You will see a confirmation page showing the lists you subscribed to or unsubscribed from.

12. You are now finished and may begin receiving from and sending to the email lists you subscribed to.
Sending Messages to a Listserv

1. Before sending to a listserv, please read the E-mail List Usage Guidelines.
2. In order for your messages to get posted to an e-mail list, you must send them from the address from which you subscribed.
3. To write to a list, address the message as follows: [listname]@anderson.ucla.edu (ex. seattle.alumni@anderson.ucla.edu)
4. A subject is required for the message to be sent.

Subject Line Labels

- **BIZ DEV**: networking, business opportunities, market research
- **EVENT**: business, professional, social events of particular interest to alumni
- **JOB**: job related postings
- **NEWS**: alumni updates, school news, and new business announcements
- **OFFER**: business promotions (e.g. alumni discount) and personal items (e.g. tickets for sale)
- **REFERRAL**: expert referral - professional (e.g. attorney) and personal (e.g. nanny)

Appropriate List Uses

- UCLA Anderson Event announcements
- Official school news
- Job postings
- Networking (e.g. professional advice, new business announcements)
- Referral requests

Inappropriate List Uses

- Political/government agendas are not appropriate for any list with the exception of politics.alumni.

Discouraged List Uses

- Purposes of commerce: Posting items or property for sale or rent (e.g. cars, refrigerators, apartments). Must use subject line label SPAM.

Call 310-825-9448 or send email to alumni.office@anderson.ucla.edu if you need assistance.