



# FSPHP MEMBER E-LIST GROUPS INSTRUCTIONS

## MANAGE YOUR E-LIST SUBSCRIPTION AND PREFERENCES

You have the option to manage and change your E-list subscription and preferences through your FSPHP member profile. Here's how:

- [Click here](#) to log-in to the FSPHP Member Portal and click on either **My Profile** or **My Community**.
- Then, in the **My Features** tab, click **E-lists**.
- In the shaded **E-list Name** grid, you will see the E-list(s) that you are subscribed to.
- The **Subscribed** and **Email Delivery** features will be turned **ON**. In order to remain part of the E-list(s) and to continue to receive messages from your group(s), please leave these settings **ON**.
  - If you would like to remain a participant in your E-list(s) but do not want messages sent to your email inbox, leave **Subscribed** in the **ON** position and change **Email Delivery** to the **OFF** position. You will no longer receive E-list messages in your email inbox, but you will be able to access these messages by clicking on the E-list and then going to the **Messages** tab.

The screenshot shows the FSPHP Member Portal interface. At the top, there is a navigation bar with links for Home, About, State Programs, Membership, Events, Resources, Donate, Member Portal, and PHP Participant Stories. Below this is a secondary navigation bar with tabs for My Community, My Profile, Connections, My Features, and Inbox. The 'My Features' tab is active, and the 'E-lists' sub-tab is selected. A search directory box is also present. The main content area displays a table of E-lists with columns for E-list Name, Subscribed, and Email Delivery. Two E-lists are shown: 'FSPHP-ALL-MEMBERS' and 'STATE-PHP-MEMBERS-ONLY', both with 'Subscribed' and 'Email Delivery' set to 'ON'. Below the table is a pagination control showing 'Page 1 of 1' and 'Per Page of 2'. On the right side, there is a 'Quick Links' section with buttons for: FSPHP Statement on Racism, Discrimination and Health Equity; SUPPORT of CLINICIANS DURING COVID-19; 2021 FSPHP Annual Education Conference & Business Meeting; Donate; JOIN FSPHP; President's Message; Featured Articles & Podcasts about PHPs; Newsletters; Submit a PHP Story, Member Testimonial, Event or Job; Contact; and Member Testimonials.



# FSPHP MEMBER E-LIST GROUPS INSTRUCTIONS

## SENDING A MESSAGE

You can send E-list message two ways:

- You can send an E-list message directly via the email address that is contained in your FSPHP Member Profile.
- You can post a message to your E-list group via MemberClicks when you log into your Member Profile.

### ***Sending a message directly via email:***

- Messages sent from your email account must be sent from the same email address you have in your FSPHP Member Profile. Messages sent from an email account that does not match the email address in your FSPHP Member Profile will be rejected by MemberClicks and will not be sent to the E-list group. (Go to **My Profile** check the email address in your FSPHP Member Profile.)
- When you are ready to send a message to the E-list, simply enter the complete email address of the E-list group in the **TO** field of your outgoing message just as you would any other email message. Please be sure that your email contains an email signature with your name, title and organization.

### ***Sending a message via MemberClicks:***

- Log-in to your FSPHP Member Profile and click on your E-list via the **My Features** tab (see above for instructions). Once in your E-list, go to the **Messages** tab and click Post a **New Message**.
- When sending E-list messages via MemberClicks, please be sure to insert your name, title and organization at the bottom of your message.

You will have the ability to include attachments either way you send your message.

## REPLYING TO A MESSAGE

To reply to an E-list email message, just click reply, type your message, and send. **All members** of the that E-list will receive your message.

## ACCESSING PAST MESSAGES

You can easily view past messages for your E-list(s).

- Log-in to the FSPHP Member Portal and click on **My Profile**.
- In the **My Features** tab, click **E-lists**.
- Click on the E-list you would like to access, then click on the **Messages** tab to view past messages.

The screenshot shows the FSPHP Member Portal interface. At the top, there is a navigation bar with the FSPHP logo and the text "Federation of State Physician Health Programs". To the right of the logo are links for "Member Logout" and a search bar. Below the navigation bar is a horizontal menu with tabs for "Home", "About", "State Programs", "Membership", "Events", "Resources", "Donate", "Member Portal", and "PHP Participant Stories".

The main content area is titled "Messages" and "Members". It features a "Post A New Message" button and a search bar for messages. Below this is a table of messages:

Subject	Author	Replies	Created Date
<a href="#">email from outlook</a>	Sandra Savage		07/16/2020 1:10 PM
<a href="#">email from MB</a>	Sandra Savage		07/16/2020 1:06 PM
<a href="#">testing to see if this email address works</a>	Macy Savage	1	06/26/2020 9:32 AM
<a href="#">SUBJECT</a>	Sandra Savage		06/25/2020 2:10 PM
<a href="#">Test #1</a>	Sandra Savage		06/22/2020 11:34 AM

At the bottom of the message list, there is a pagination control showing "5" items per page, "Page 1 of 1", and navigation buttons for "First", "Previous", "Next", and "Last".

On the right side of the page, there is a "Quick Links" section with buttons for: "FSPHP Statement on Racism, Discrimination and Health Equity", "SUPPORT of CLINICIANS DURING COVID-19", "2021 FSPHP Annual Education Conference & Business Meeting", "Donate", "JOIN FSPHP", "President's Message", "Featured Articles & Podcasts about PHPs", "Newsletters", "Submit a PHP Story, Member Testimonial, Event or Job", "Contact", and "Member Testimonials". Below this is an "Upcoming Events" section showing "Tue Aug 18, 2020".



# FSPHP MEMBER E-LIST GROUPS INSTRUCTIONS

## LIST OF MEMBERS

You can view the list of members that are in your E-list(s).

- Log-in to the FSPHP Member Portal and click on **My Profile** (see above for instructions).
- In the **My Features** tab, click **E-lists**.
- Click on the E-list you would like to access, then click on the **Members** tab to the list of members in the E-list group



Federation of State Physician Health Programs

Member Logout

Search our site...

- Home
- About
- State Programs
- Membership
- Events
- Resources
- Donate
- Member Portal
- PHP Participant Stories

Back To E-lists

FSPHP-ALL-MEMBERS:: This E-list includes all FSPHP member types: State, Associate, Honorary, International, Individual, Organization and Industry Partner Individual members.

Messages Members

Contact Name	Email	Join Date
<a href="#">Macy Savage</a>	[REDACTED]	06/25/2020
<a href="#">Sandra Savage</a>	ssavage@fsphp.org	06/22/2020

5 Per Page of 2

Page 1 of 1 First Previous Next Last

### Quick Links

FSPHP Statement on Racism, Discrimination and Health Equity

SUPPORT of CLINICIANS DURING COVID-19

2021 FSPHP Annual Education Conference & Business Meeting

Donate

JOIN FSPHP

President's Message

Featured Articles & Podcasts about PHPs

Newsletters