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.

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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. <u>Please be sure that your email contains an email signature with your name, title and organization.</u>

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**.
- <u>When sending E-list messages via MemberClicks, please be sure to insert your name, title and organization at the bottom of your message</u>.
  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.

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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