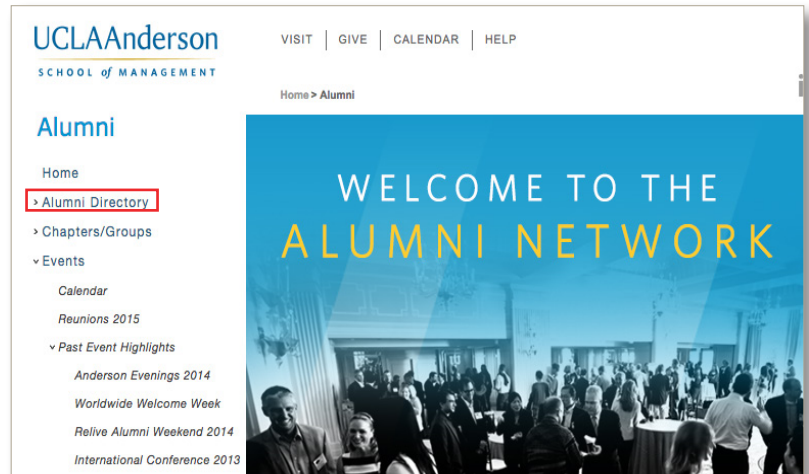


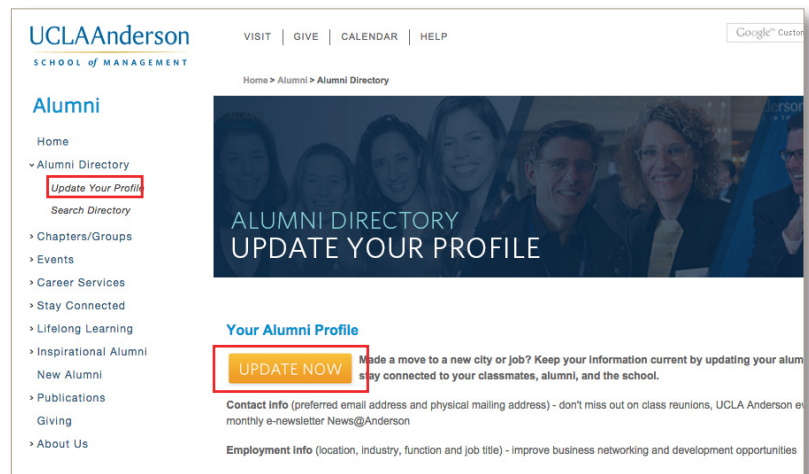
>> UCLA Anderson Alumni Network: Activate Your Lifelong Email Address Subscribe/Unsubscribe from Alumni Email Lists

UCLAAnderson
ALUMNI NETWORK

1. Navigate to www.alumni.anderson.ucla.edu
2. Select the **Alumni Directory** link on the left side of the screen.



3. To update your profile, select either the **Update Your Profile** link on the left or the **Update Now** button in the center of the screen.



4. 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).
5. 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 310-825-9448.
6. Click the **Sign On** button.

7. Locate the **Electronic mail** section.
8. Place your cursor in the **Home email** field. Enter a **non-Anderson email address** e.g. jbruin@gmail.com. (Do not enter your student email address e.g. joseph.bruin.2012@anderson.ucla.edu.)
9. Place your cursor in the **Work email** field. Enter a **non-Anderson email address** e.g. jbruin@intel.com. (Do not enter your student email address e.g. joseph.bruin.2012@anderson.ucla.edu.)
10. Select the **Work** or **Home** option for the **Preferred email address** field. Make sure you have provided an email address to go with that selection.
11. If needed, select **Yes** for the **Activate Lifelong Email Forwarding** field.
12. Update all other profile information as needed.

13. Scroll to the bottom of the page, and click the **Submit** button.

Follow steps 14-19 to subscribe to Alumni Email Lists.

14. Select **E-mail Lists** from the menu bar on the top center of the screen.

15. Read over the Usage Agreement and click the **I Agree** button.

16. You will now see a page of all the email lists we offer. 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 your current preferred email address from the email list

Regional Areas - Domestic	Regional Areas - International	School News
<div>daily digest</div> <div>individual emails</div> <div>unsubscribe</div> <div><input type="radio"/> arizona.alumni</div> <div><input type="radio"/> atlanta.alumni</div> <div><input type="radio"/> bay.area.alumni</div>	<div>daily digest</div> <div>individual emails</div> <div>unsubscribe</div> <div><input type="radio"/> argentina.alumni</div> <div><input type="radio"/> asia.alumni</div> <div><input type="radio"/> australia.alumni</div>	<div>daily digest</div> <div>individual emails</div> <div>unsubscribe</div> <div><input type="radio"/> alumni.news</div> <div><input type="radio"/> alumni.knowledge</div> <div><input type="radio"/> alumnijobs</div>

17. Click on the **Submit** button to confirm your selections.
18. You will see a confirmation page that describes in detail the lists you subscribed to or unsubscribed from.
19. You are now finished and may begin receiving from and sending messages to the email lists you subscribed to.

You have the option to receive list e-mails as a daily digest or as individual e-mails. Click the appropriate boxes below to take advantage of this option.

Note: Current list subscriptions are shown *like this text*

Notes:

Any changes made to the preferred email address may require up to **two days** to take effect. Please contact us if your changes haven't taken effect after two days.

For more information on proper use of alumni lists, refer to the [E-mail List Usage Guidelines](#).