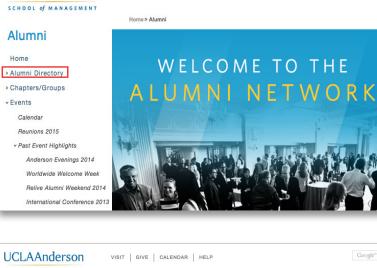
>> UCLA Anderson Alumni Network: Activate Your Lifelong Email Address Subscribe/Unsubscribe from Alumni Email Lists UCLAAnderson

UCLAAnderson

- 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.
- UCLAAnderson Google" C VISIT | GIVE | CALENDAR | HELP SCHOOL OF MANAGEMENT Home > Alumni > Alumni Director Alumni Home Alumni Directory Update Your Profile Search Director ALUMNI DIRECTORY > Chapters/Groups UPDATE YOUR PROFILE > Events Career Services Stay Connected > Lifelong Learning Your Alumni Profile Inspirational Alumni de a move to a new city or job? Keep your in tion current by updating your all New Alumni ected to your classr ates, alumni, and the school > Publications Contact Info (preferred email address and physical mailing address) - don't miss out on class reunions, UCLA A monthly e-newsletter News@Anderson Giving > About Us Employment info (location, industry, function and job title) - improve business networking and d
- 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).
- 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 <u>alumni.office@</u> <u>anderson.ucla.edu</u> or call 310-825-9448.
- 6. Click the Sign On button.





VISIT GIVE CALENDAR HELP

- 7. Locate the **Electronic mail** section.
- 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.
- 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.

Electronic mail

Preferred email address: Work Home

Work email:
Home email: jbruin@gmail.com

Activate Lifelong Email Forwarding? Pres No
Lifelong email: joseph.bruin.2012@aderson.ucla.edu
If Lifelong Email Forwarding is activated, all correspondenc
address. Any changes made to the preferred email address w

Electronic mail	
	Preferred email address: Work Home
	Work email:
	Home email: jbruin@gmail.com
	Activate Lifelong Email Forwarding? • Yes
	Lifelong email: others.test.1998@anderson.ucla.edu
	If Lifelong Email Forwarding is activated, all correspondence
	address. Any changes made to the preferred email address w





Usage Agreement: Alumni Database	
While the effective use of the Anderson Alumni Database will greatly strengthen the alumni network, misuse of the system can easily result in its discontinuation. Thus, we require that you signal your willingness to use the database responsibly and as intended before granting you access to it.	
I understand that the Anderson Alumni Database is to be used only by Anderson School students, alumni, staff, and faculty. I will use it solely for the purpose of personal job search and individual networking.	
Access to this system is a privilege, not a right. I understand that abuse will result in removal of my access to the database.	
LAgree	

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



- **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.

		a daily digest or as individual e-mails ake advantage of this option.
Note: Current list su	ubscriptions a	re shown <i>like this text</i>
Submit		Reset

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.

