

Using the SSRIC Email Ed Nelson, Fresno State

- Go to the SSRIC website -- <http://ssric.org/>.
- At the bottom left of the home page where it says “The Council” click on “For Council Representatives”.
- At the upper left below “User Login” enter your username and password. **This is the SSRIC email username and password.** If you don’t have one or don’t remember it, email ednelson@csufresno.edu and I’ll have it sent to you. You can also request that a new password be emailed to you.
- Click on “Log in”.
- Under “Manage Subscribers” you should see three options:
 - Write and send announcements to send an email to the long list or to the SSRIC reps
 - Subscribe and unsubscribe people to add or remove people from the list
 - View the most recent subscribers and unsubscribers
- Sending emails
 - I always send email so they appear to be from me rather than from the SSRIC.
 - You must add a subject.
 - Add any people you want to cc.
 - Check the boxes for the campuses to which you want to send emails. Unless you have special permissions you will only be able to send to your own campus and to the SSRIC reps.
 - Click on “Use the SSRIC Template”.
 - Enter your message.
 - You can add up to three attachments.
 - Click on “send message”.
- Subscribe people
 - Add the information requested.
 - Remember to select the campus by clicking on the dropdown arrow.
 - I always add the person without requiring manual confirmation. This is the default.
 - Don’t click on adding the person to the SSRIC reps group. We’ll take care of that
 - You probably won’t want to add people to the friends group.
 - Click on “subscribe”.
- Unsubscribe people
 - Enter their email address. This must be the email that was entered when someone subscribed them.
 - Click on “unsubscribe”.
- List Subscribers
 - Click on the name of the campus. Unless you have special permissions you will only be able to view your campus.
 - Click on the “Edit” and “Remove” buttons to edit their information or remove them from the list.
 - Notice that you can copy and paste the email addresses into your own email program. This is very handy.
- Remember to click on “Logout” in the upper right when you are finished.