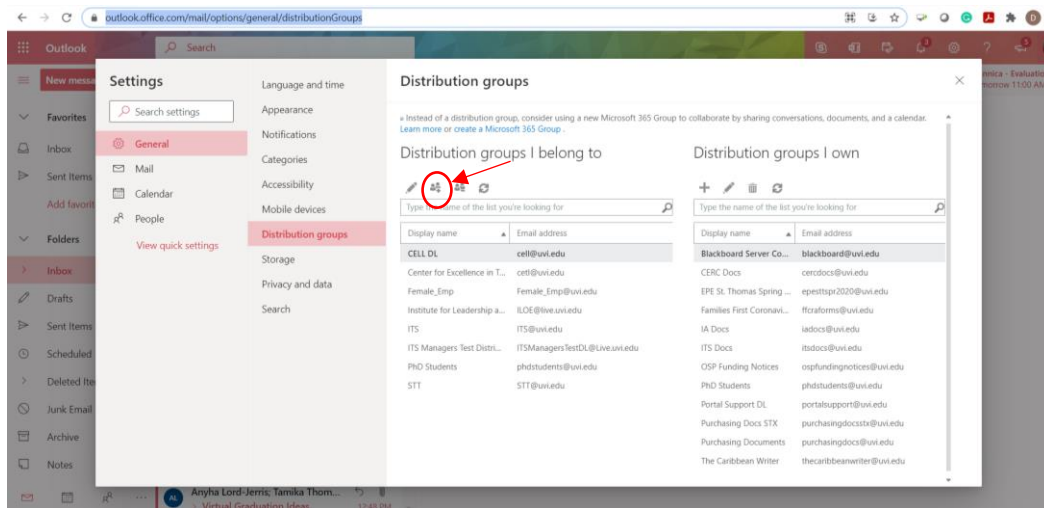


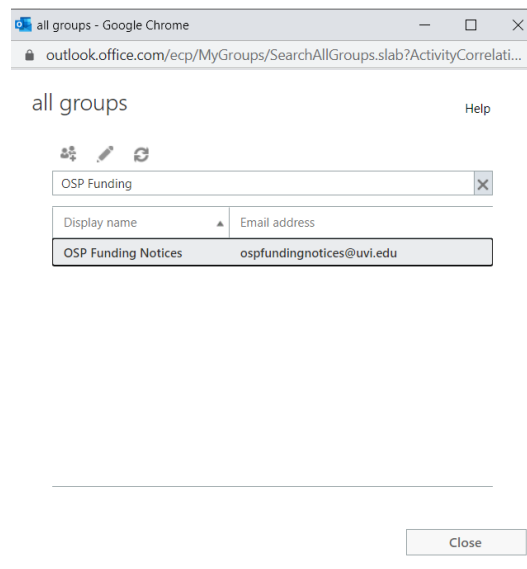
Greetings:

Here are the instructions to join the OSP Funding Notices Distribution Group (ListServ). These instructions are for UVI employees only.

1. First, log in to the myCampus portal
2. Select Office 365 in the QuickLaunch menu.
3. Thereafter, copy and paste the following link in your web browser:
<https://outlook.office.com/mail/options/general/distributionGroups>
 - a. If you don't log in to Office 365 prior, the aforementioned link will direct you to your inbox and not the page below.



4. Under "Distribution groups I belong to", select the "Join" icon at the right of the "Pencil" icon to search for the OSP Funding Notices group
5. In the search field, enter OSP Funding Notices



6. Double-click on OSP Funding Notices (under Display Name) -----> ospfundingnotices@uvi.edu

The screenshot shows a web browser window titled "Distribution Group - Google Chrome" with the URL "outlook.office.com/ecp/MyGroups/ViewDistributionGroup.aspx?ActivityCo...". The page content is titled "OSP Funding Notices" and contains the following fields:

- Display name:** OSP Funding Notices
- Email address:** ospfundingnotices@uvi.edu
- Notes:** OSP Funding Notices
- Owners:** A list containing "Dannica Thomas" (highlighted) and "Mindy Solivan". A small button labeled "Mindy Solivan" is positioned to the right of her name.

At the bottom of the form are two buttons: "Join" and "Close".

7. Select Join

8. You are now part of the OSP Funding Notices distribution group (listserv)

To leave the group, please follow Steps 1-6.

7. Select Leave

This screenshot is identical to the one above, showing the "Distribution Group - Google Chrome" window for "OSP Funding Notices". The fields for Display name, Email address, Notes, and Owners are the same. However, the "Leave" button at the bottom is now highlighted in blue, indicating it has been selected.