How to Subscribe to CMSINFO Listserve

1. In the web browser address bar type https://mail.csusb.edu/ you will be directed to the Telecommunications & Network Services page/Web Mail.

2. Select the Delegated Administrator link on the left of the menu options.

3. Login using your email User ID and Password.

   If you do not have your email Login/Password contact your Department Tech or call the HelpDesk at 77677.

4. At the Delegated Administrator Account Information page, select the My Mail Lists link located on the lower left of the page.
5. Search for CMSInfo using the Mail List Name search field box. Enter “cmsi” for the search criteria, select the Unsubscribed radio button, then select the Search button.

6. In the results Mail Lists Available select the Subscribe button under the Action column.
7. A dialogue box opens, select the Subscribe button in the cmsinfo dialogue box.

8. Click the OK button.

9. Return to My Mail Lists to confirm the subscription request was successful.

10. Logout by selecting the Logout link at the top right of the screen.

   If you need additional assistance please contact the HelpDesk at extension 77677.