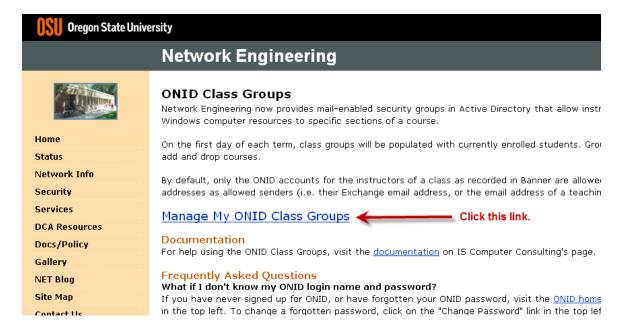
Go to http://oregonstate.edu/net/services/classgroups/ to add your College of Business (BUS) email account to your class list.



Click the "Manage My ONID Class Group" link on the main page.



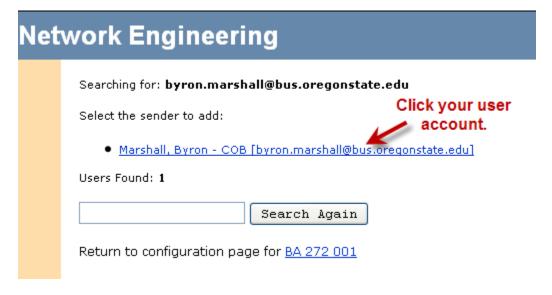
Login using your ONID user name and password.



Select which class you would like to receive e-mails from.



Enter your full College of Business (BUS) email in the "Add a Sender" box. Click "Add" when done.



If you see your name "click" your account link. If you do not see your name select "back" on your browser and try again.

Sender successfully added

This is the message you will get when done. Select "back" on your browser to go back to the last page.



Then you need to add yourself as a member. Enter your full College of Business (BUS) email in the "Add a Member" box. Click "Add" when done.

Searching for: byron.marshall@bus.oregonstate.edu Select the sender to add: Marshall, Byron - COB [byron.marshall@bus.oregonstate.edu] Users Found: 1 Search Again Return to configuration page for BA 272 001

If you see your name "click" your account link. If you do not see your name select "back" on your browser and try again.

Please Note: Changes to this group may take up to **20 minutes to process** so if you do not see your changes do not be alarmed.