



Student Announcements On bSpace

If you have not created your UC Berkeley e-mail account, stop and visit <http://calmail.berkeley.edu> to create your official @berkeley.edu e-mail.

Update your UC Berkeley official e-mail listing in the CalNet Directory at <http://calnet.berkeley.edu/directory/update>.

The official e-mail listed is where you will be receiving announcements. Must be an official @berkeley.edu e-mail address.

How to Join SPH Grads bSpace site:

Please check tabs near top of screen to view bSpace groups which you have already joined.

1. Login to <https://bspace.berkeley.edu> using your CalNet ID and passphrase
2. Select 'Membership' under Workspace Tools
3. Select 'Joinable Sites'
4. Search 'SPH Grads'
5. Join SPH Grads worksite
6. Enter group by selecting the new tab that appears near the top of your screen. You will now receive Student E-mail announcements to your registered @berkeley.edu e-mail.
7. In order to post announcements to the E-mail list, send the announcement to sphinfo@berkeley.edu with the phrase "SPH Students" preceding your Subject heading.

How to opt out of low priority e-mail notifications:

1. Select 'Preferences' under Workspace Tools
2. Select 'Notifications'
3. Choose 'Do not send me...' options for each category you do not want to receive e-mail notifications from.
4. Update Preferences at bottom

