

How to Obtain Access to the Virtual Office and Listserv at the National Health Disparities Website

1. Go to <http://www.healthdisparities.net/>
2. Go to Office/Virtual Office (putting the pointer over the Office on the menu bar will show the different submenu options, select the Virtual Office from the submenu options).
3. Click on “New Users: Click here to create a new account”.
4. Fill as much information on the page as possible. Remember fields marked with an ‘*’ are required fields.
5. Click on Continue
6. A Group Membership page will come up. Select the groups for which you desire membership, and hit save. Putting your cursor over each group will display a brief description to help you decide.
7. Please allow at least 24-48 hours for your Group Memberships to be active.
8. Once active, you will have access to the Virtual Office for the Group to which you requested membership. Available accesses are listed under the ‘My Groups’ section on the left side of the screen.
9. Once part of a Virtual Office, you will automatically become part of the corresponding listserv. *The listserv will use the primary ‘email’ that you entered in the ‘My Account’ section.*
10. If you do NOT wish to be part of the listserv, you can opt out at any time.
 - a. Log in.
 - b. Under the Community Menu, select Listserv. You will see a list of all the listservs in which you participate.
 - c. Uncheck (click on) the box before the listservs you wish to opt out of.
 - d. If you wish to resume listserv participation, follow these same steps and click on the box.