The UCSF Communicators Network is will be closing down their ListServ later this month. Please join the discussions via Chatter, which can be used both online and offline – think of it as ListServ meets Facebook. If you haven’t set up your profile yet on Chatter, it is very easy to do and to join the group by following these instructions:

1) **Login to MyAccess.**

   ![MyAccess Login](myaccess.ucsf.edu/)

2) **Scroll the list to find UCSF Chatter and add it as a favorite. Click on “UCSF Chatter” to enter the Chatter site. If you don’t see it listed, click on “All Apps” next to the categories search box at the top of the page.**

   ![Chatter Favorites](UCSF Chatter)

   Chatter is an enterprise networking and collaboration tool that is specific to the UCSF organization. It allows users to learn more about each other through the use of profiles and share information in a more efficient manner. Chatter can reduce email traffic and meetings, make it easier to find information and provide a common repository for users to search and reference work conversations.

3) **Set up your Profile (at a minimum, please add a picture, your title and a brief description of what you do. You can use the same thumbnail picture you used for the Communicators website.)**

   ![Profile Setup](Profile Setup)
4) Join Communicators Group by:
   a) Clicking on the groups label on the left side
   b) Entering “UCSF Communicators” in the search box
   c) Then click “Ask to Join"

4) Once you are in the Communicators Network be sure to select how you want to receive your email digest notifications (daily, weekly, etc.)