How can I email a list of my institution's IP addresses to myself?

EBSCOadmin allows administrators to e-mail a list of their institution's IP addresses to a recipient that needs that information. This can be useful if you would like to view and edit your IP address list for re-uploading.

To e-mail an IP Address List:

1. Click the Authentication Tab. From the drop-down lists on the toolbar, select the site you want to work with
2. Click the IP Address Sub-Tab.
3. Click the E-mail IP Address List link.
4. Select an Output Format. Choose either: Tab Delimited or Comma Delimited.
5. Enter your E-mail Address and a Report Name in the text entry fields. The Report Name defaults to "IP Address List."
6. In the Column Number fields enter the order in which you want the IP Address and Group ID fields to display.
7. Click Submit. Your IP Address List will be e-mailed.

Note: If you are logged in as a consortium, you can select a member site and e-mail that site’s IP Address List. If you do not select a specific site, you will be e-mailed the parent consortium’s list without including the member sites.