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.