Using the FCCC ANGEL Group

Here is some basic information for getting the most out of the FCCC ANGEL Group.

ACCESSING ANGEL

The FCCC Information Officer will provide you with a username and password for accessing the FCCC ANGEL Group.

The FCCC ANGEL Group can be accessed directly at: http://support8.sln.suny.edu
The website is accessible from the main FCCC website as well (http://www.fccc.suny.edu).

The first time you log into the FCCC ANGEL Group, you will be asked to change your password. Please use a password that you can easily remember. Suggestion: If you have another ANGEL account at your college, use the same password for both accounts, then you only have to remember two usernames and one password.

If you forget your password, select the “I forgot my password” option on the main ANGEL page and it will be sent to your college email address.

Be sure you are using one of the supported browsers for accessing ANGEL.

Supported Browsers:
Windows 8 – IE 10, Firefox, Chrome
Windows 7 – IE 10, IE 9, IE 8, Firefox, Chrome
Windows Vista – IE 9, IE 8, Firefox, Chrome
Windows XP – IE 8, Firefox, Chrome

OSX 10.7 (Lion) – Safari 6.0, Safari 5.0, Firefox, Chrome
OSX 10.6 (Snow Leopard) – Safari 5.0, Firefox, Chrome
OSX 10.5 (Leopard) – Safari 5.0, Firefox, Chrome

Disable pop-up blockers when using ANGEL.

You will see an alert under the Test Your System section to let you know if your computer does not meet the minimum technology requirements for accessing ANGEL.

Once you have successfully logged on, select the Faculty Council of Community Colleges link under Campus Groups.

THE ANGEL TABS

FCCC This is the main page of the FCCC ANGEL Group. You can view and access Announcements, FCCC Contact Information, Mail, and Links to Membership Contact Information Forms, the FCCC website, SUNY, and other resources

Calendar The FCCC calendar contains important FCCC, SUNY, and other pertinent events.

Content This is where you will find folders with information regarding FCCC Issues, Plenary Information, Archives, Committee Folders, and Campus Governance Information. Information is added frequently so check back often.

Resources Links to the FCCC website, SUNY, the Membership Contact Information Forms, Governance and Advocacy Websites, Professional Organizations, and New York State Education Links. You can also find a Google Search Tool, a Dictionary, and a Calculator under this tab.
Communicate  Want to know who's in the ANGEL Group? Select the Group Roster. You can view FCCC members’ profiles here. If you want to see who is on which team, just select Teams on the right side of the screen. You can access your Angel Mail account here as well as Group Announcements.

ANGEL PROFILE
It is extremely important that you update the information in your Profile. We will use this information to confirm the information that we have for members of the FCCC. Access your profile by selecting this icon: (on the left side of the interface).

Select Personal Information and the ADVANCED settings.

Please provide the following information:

<table>
<thead>
<tr>
<th>Settings</th>
<th>What to Provide</th>
<th>Viewable By: Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Settings</td>
<td>Please add any additional information we should have about you</td>
<td>Everyone</td>
</tr>
<tr>
<td>Organizational Settings</td>
<td>Your Title, Role, Department, Division and the College (under Organization).</td>
<td>Everyone</td>
</tr>
<tr>
<td>Contact Settings</td>
<td>College email address (check for accuracy), College web address</td>
<td>Everyone</td>
</tr>
<tr>
<td>Phone Settings</td>
<td>Work Phone, Work Fax, Home Phone, Cellular Phone</td>
<td>Everyone</td>
</tr>
<tr>
<td>Address Settings (Select Work from drop down menu)</td>
<td>Work Address – Put College Name on Line 1, Street Address on Line 2</td>
<td>Everyone</td>
</tr>
<tr>
<td>Address Settings (Select Home from drop down menu)</td>
<td>Home Address</td>
<td>Course/Group Administrator</td>
</tr>
</tbody>
</table>

Remember to select SAVE to save your settings.

ANGEL MAIL
Angel Mail can be used to send messages to individuals, groups of individuals or the entire FCCC membership.

A few things you should know about Angel Mail:
• You should access the Mail after you have accessed the FCCC Angel Group so that you can view teams.
• You can’t receive Email in Angel from external email addresses.
• You can send a copy of Angel Mail to an external email address. (This is the default setting – Angel Mail will automatically go to the member’s college email address)
• To reply to everyone, select REPLY ALL.
• To reply just to the individual sending the message, select REPLY.
To send a message in Angel Mail, Select **Compose Message.** Then select TO to choose recipients for your message.

- To send to an individual, type their name into the **search box** or browse by selecting a letter.
- To send to ALL members of the FCCC Angel Group (Officers, Delegates, Alternates, and Campus Governance Leaders), select **FCCC-ALL**.
- To send to a specific team (Committee members, Delegates, Alternates, Campus Governance), select Teams and then select the desired team. (You will only see teams of which you are a member).
- If you select All Members from the menu, you will see all of these choices for recipients.

After you have selected the recipients, select To and then OK.

- Create a subject and type your message in the HTML Editor.
- Deselect **Send a copy to recipient’s internet Email** if you do not want the mail to go to college email address.
- To Send, select **Send**.

**ANGEL TEAMS**

FCCC members are assigned to ANGEL TEAMS as follows:

<table>
<thead>
<tr>
<th>IF YOU WANT TO SEND AN EMAIL TO</th>
<th>SELECT THIS TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>All members of the FCCC ANGEL Group (Delegates, Alternates, Officers, and Campus Governance Leaders)</td>
<td>FCCC – ALL</td>
</tr>
<tr>
<td>All Delegates and Alternates</td>
<td>Delegates/Alternates</td>
</tr>
<tr>
<td>All Officers (President, Vice-President, Treasurer, Secretary, Past President, Committee Chairs, Information Officer, Press Officer)</td>
<td>Executive Committee</td>
</tr>
<tr>
<td>All Campus Governance Leaders</td>
<td>Campus Governance Leaders</td>
</tr>
<tr>
<td>Members of a specific committee</td>
<td>Committee Team: Academic and Student Affairs Committee, Awards Committee, Governance Committee, Education Initiatives Committee, Communication and Professional Development Committee</td>
</tr>
</tbody>
</table>

Tips and How-To Videos on using the FCCC ANGEL Group, can be found on the FCCC Website at: [http://www.fccc.suny.edu/angelHelp.html](http://www.fccc.suny.edu/angelHelp.html) or in the FCCC ANGEL GROUP (Content Tab → FCCC ANGEL HELP).

If you have any questions about using ANGEL, please contact the Information Officer – Ann Catalano- through Angel Mail or at ann.catalano@suny.edu.