

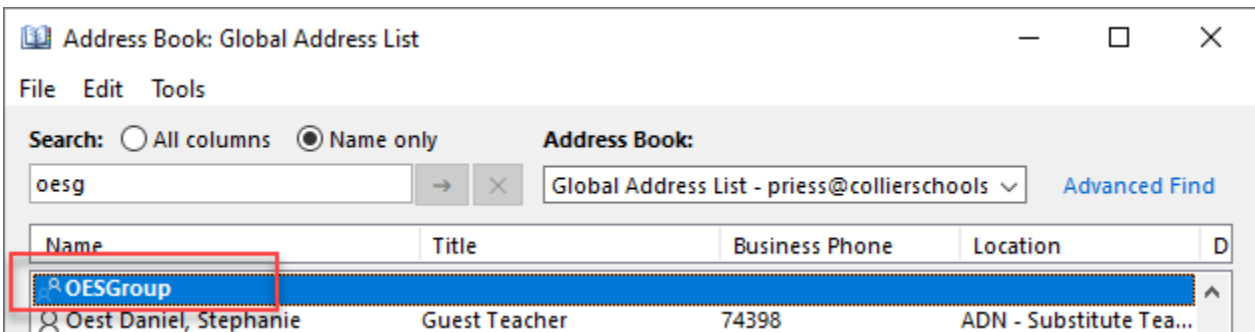


Updating School Distribution Lists

The Global Address List (GAL) contains all CCPS user, group, and distribution list email addresses. The global address list may include names, job titles, email addresses, office locations, telephone extensions, and other contact information. The administrator creates and maintains this address book. Regular users utilizing the GAL can view but not change its contents. Only designated individuals have been granted access to change/update contacts/distribution lists in the Address Book.

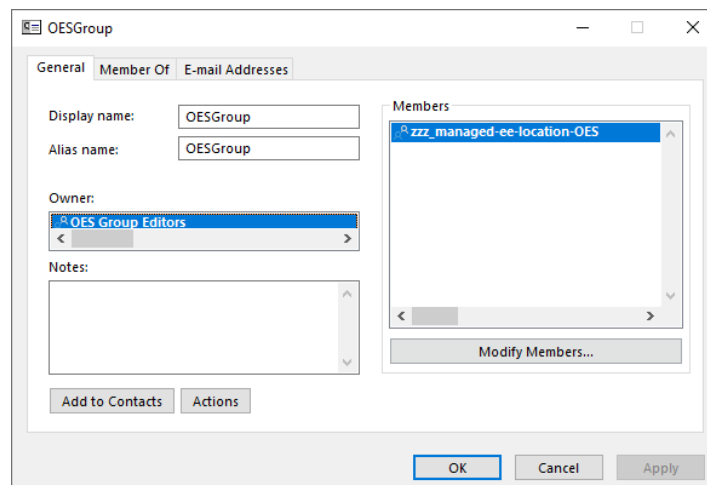
Identifying your School Group

School groups appear in the global address book and are named using the school abbreviation with the word “group” at the end. For example, Osceola Elementary School would be OESGroup.



Locating your School Group

1. Click the Address Book that appears on the Home ribbon.
2. Locate the GAL Distribution List you need to update.
3. Double-Click the distribution list. The contacts properties window will display.



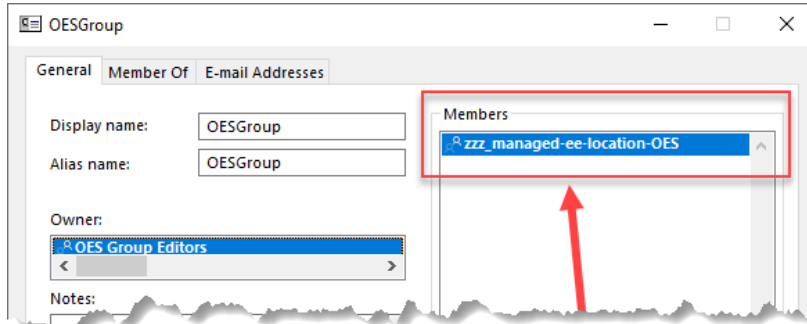
Reviewing and Updating Members of Your School Group

Staff members for your location are automatically populated in a nested group that is a member of your school-based group.

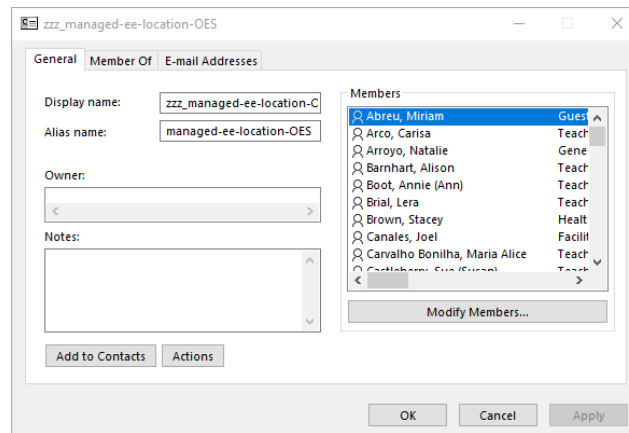


Updating School Distribution Lists

The nested group is located in the Members section named zzz_managed-ee-location-???



You can view the members of the automated nested group by double-clicking it.

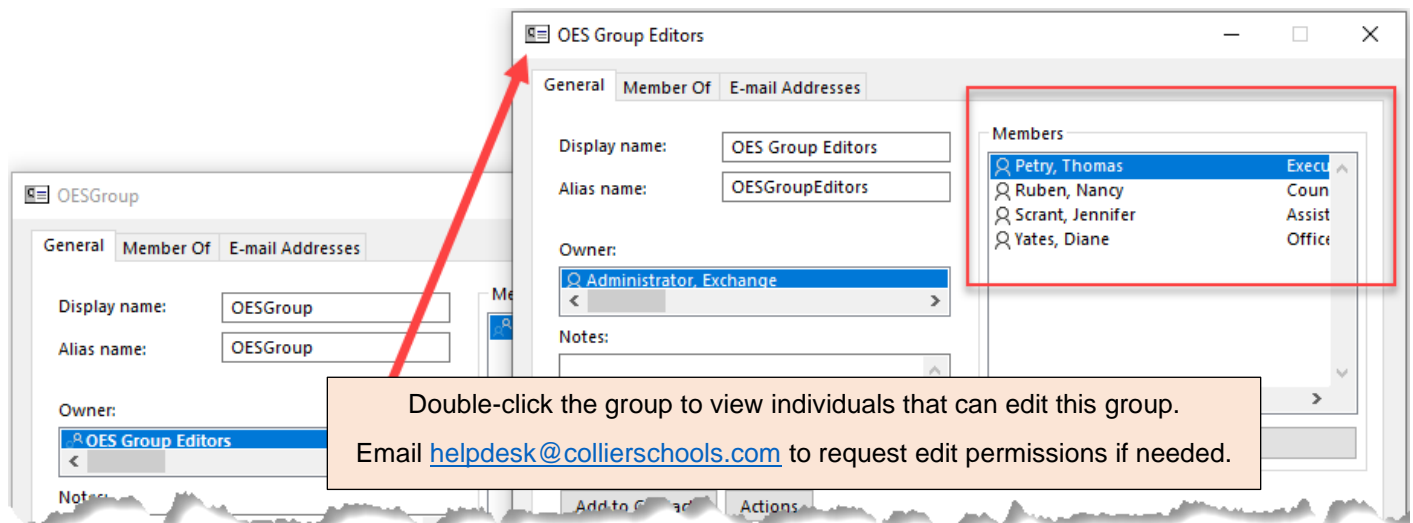


The nested group cannot be modified.

Email helpdesk@collierschools.com to request any changes to nested groups.

Group Editor Permissions

If you need to add/remove a staff member not located at your site, add them to the primary/top-level group. *Only individuals listed as a Group Editor can add or remove members.*



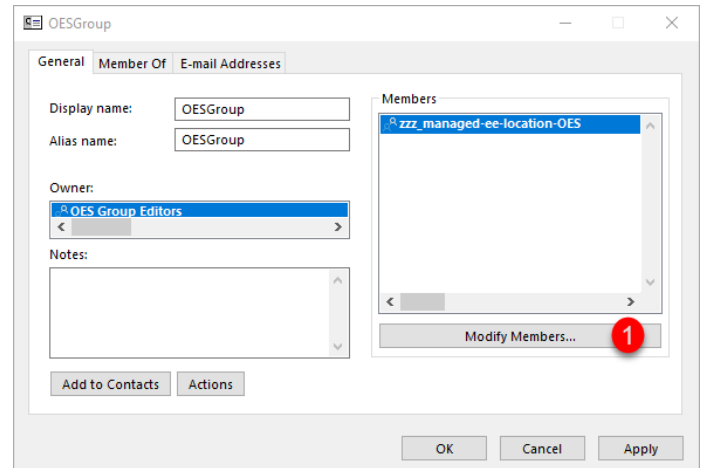
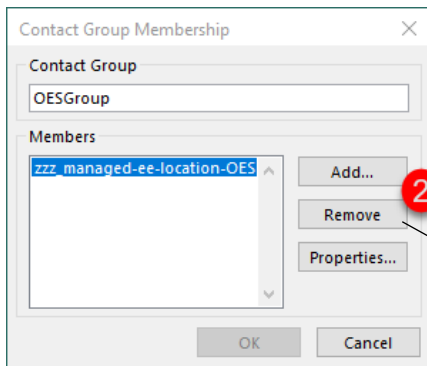


Updating School Distribution Lists

Adding or Removing Members

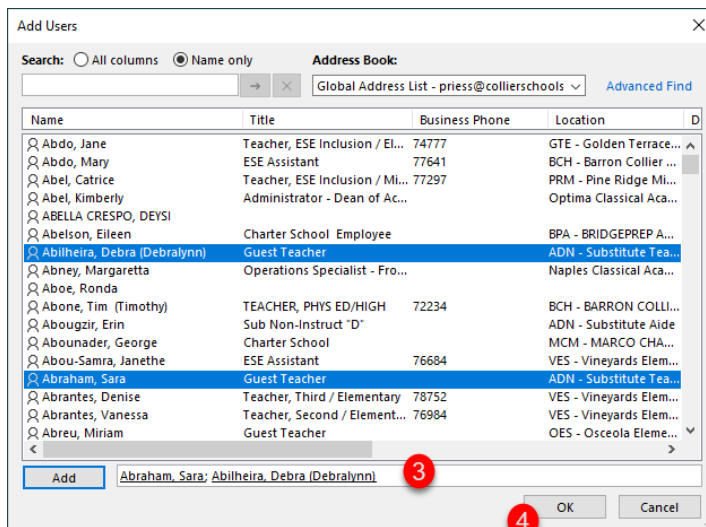
From the contacts properties window:

1. Click the Modify Members button.
The contact group membership window will display.
2. Click the Add or Remove button.



The Remove option will only remove members added at the primary level. Owners CANNOT modify nested groups CANNOT be modified.

3. Search for and select the member(s) you wish to add or remove.
4. Click OK when finished.



When adding members to the distribution list, make sure their name appears in the members field before clicking OK. Changes are reflected in the distribution list membership dialog box.

5. Click OK.
6. Click Apply.
7. Click OK.
The School Distribution List has been updated.

