

## Creating A Distribution List In Staff.EDnet Mail

(1) Open Mail and go to **ADDRESS BOOK**

<input checked="" type="checkbox"/>	Name	Email
<input type="checkbox"/>	Facilitators [Edit]	
<input type="checkbox"/>	Blumenthall, Adrienne	adrienne@staff.ednet.ns.ca
<input type="checkbox"/>	Wolf, peter	ag163@chebucto.ns.ca
<input type="checkbox"/>	Alphonse, Elvira	alphonse@Staff.Ednet.NS.Ca
<input type="checkbox"/>	LaiFatt, Connie	annfc@staff.ednet.ns.ca
<input type="checkbox"/>	Boutilier, Patrick	boutilpj@ednet.ns.ca
<input type="checkbox"/>	Campbell, Betty	cambeth@staff.ednet.ns.ca
<input type="checkbox"/>	Christian, Carla	cchris@staff.ednet.ns.ca
<input type="checkbox"/>	Aucoin, Cecil	cecil.aucoin@ns.sympatico.ca

(2) In the “Select List” dialogue box on top right, drop down menu and click on “New List”

(3) Go through your current addresses saved and put a check mark by each name you wish to have in your ‘New Distribution List’.

### Contents of My Addressbook

Select

Delete

<input checked="" type="checkbox"/>	Name	Email
<input type="checkbox"/>	Facilitators [Edit]	
<input type="checkbox"/>	Blumenthall, Adrienne	adrienne@staff.ednet.ns.ca
<input checked="" type="checkbox"/>	Wolf, peter	ag163@chebucto.ns.ca
<input type="checkbox"/>	Alphonse, Elvira	alphonse@Staff.Ednet.NS.
<input checked="" type="checkbox"/>	LaiFatt, Connie	annfc@staff.ednet.ns.ca
<input type="checkbox"/>	Boutilier, Patrick	boutilpj@ednet.ns.ca
<input checked="" type="checkbox"/>	Campbell, Betty	cambeth@staff.ednet.ns.ca
<input type="checkbox"/>	Christian, Carla	cchris@staff.ednet.ns.ca
<input checked="" type="checkbox"/>	Aucoin, Cecil	cecil.aucoin@ns.sympatico
<input checked="" type="checkbox"/>	Fougere, Chris	chrisfougere@hfx.eastlink.

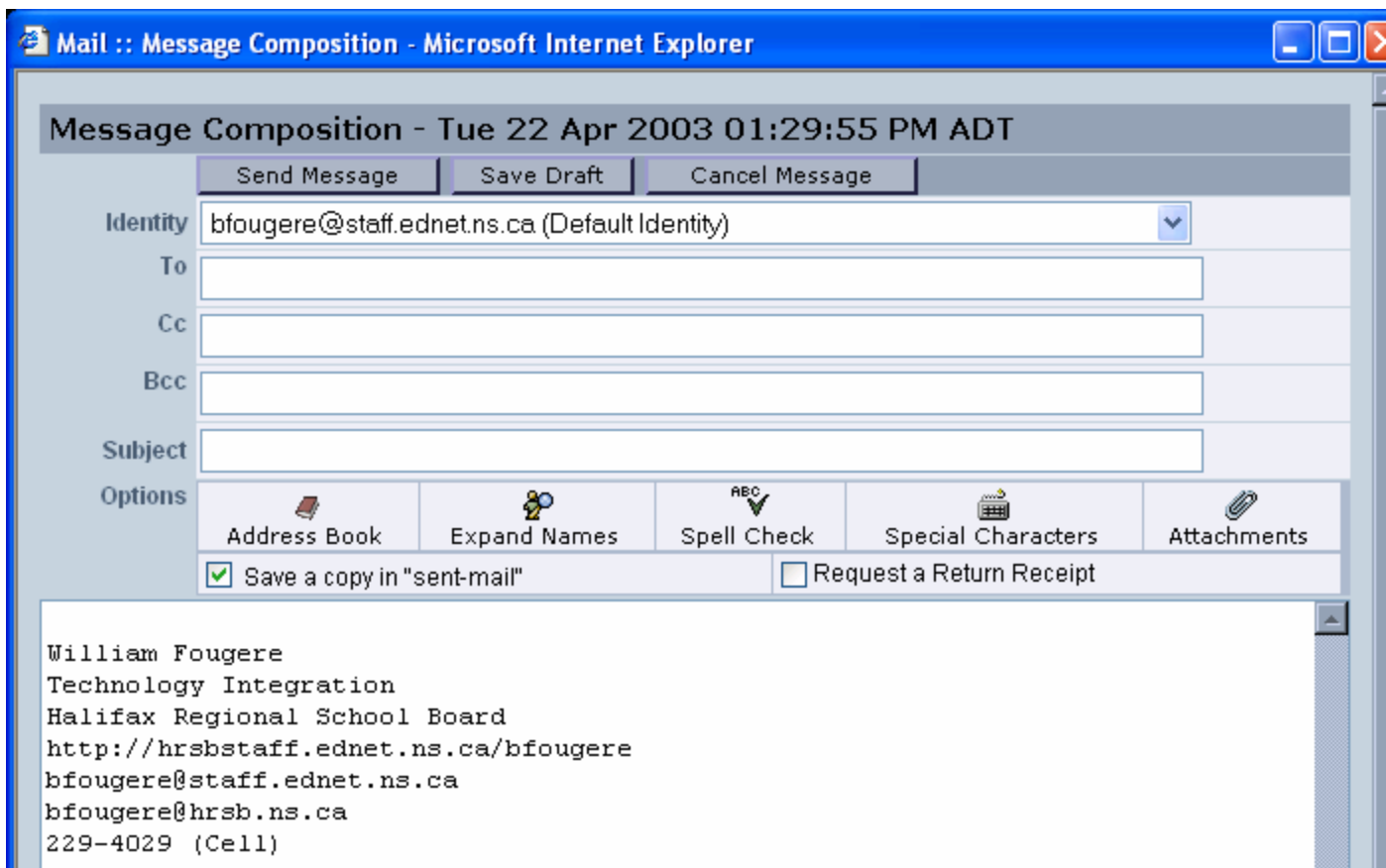
(4) Click on “Add To” a new screen will pop up in the top left corner, type in the Name of the Distribution List and click OK. Your new distribution list will be created.

**Explorer User Prompt** ✖

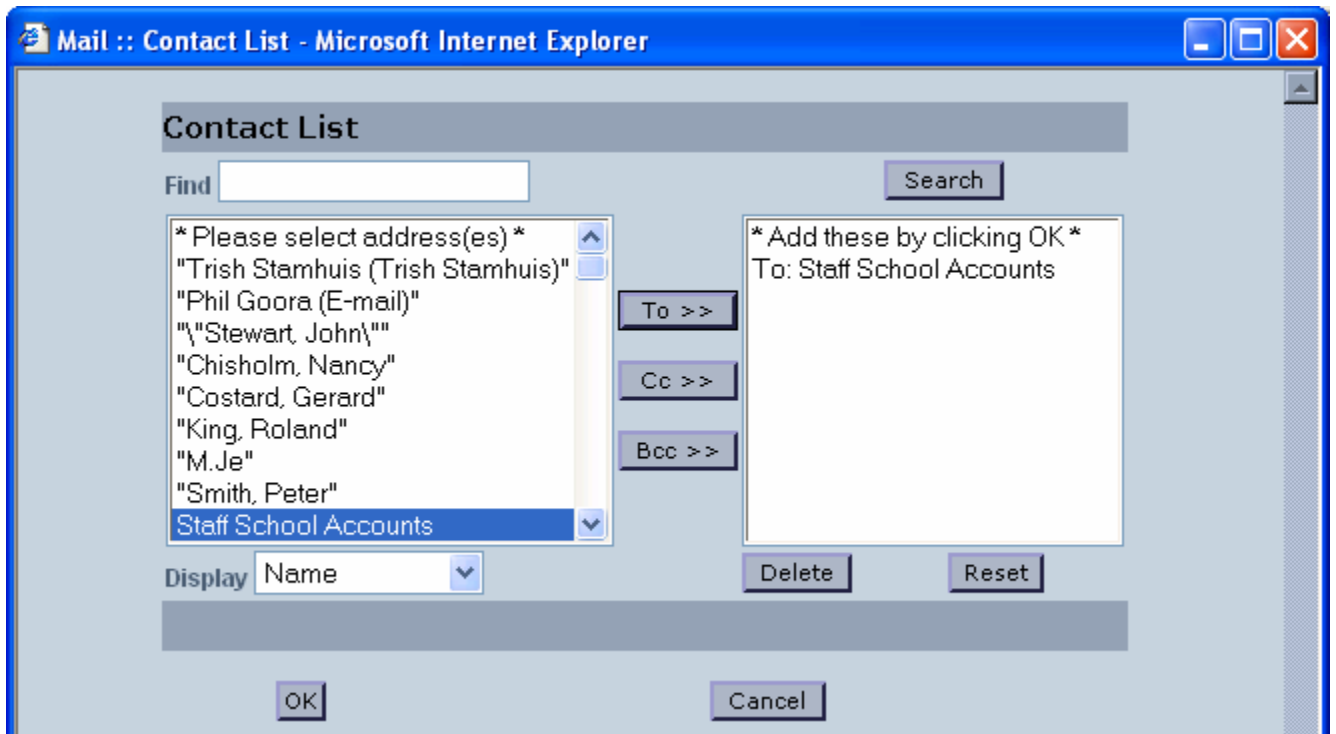
Script Prompt:

You are creating a distribution list.  
Please enter the name of the new list:

(5) To send mail to this group open your Mail account in the Compose dialogue area, Click on Address Book,



Highlight the List you want (Staff School Accounts)  
Click on the To >> button and press OK.



Create your message and send.

ENJOY!!

Thanks to Bill Fougere HRSB for the tip...