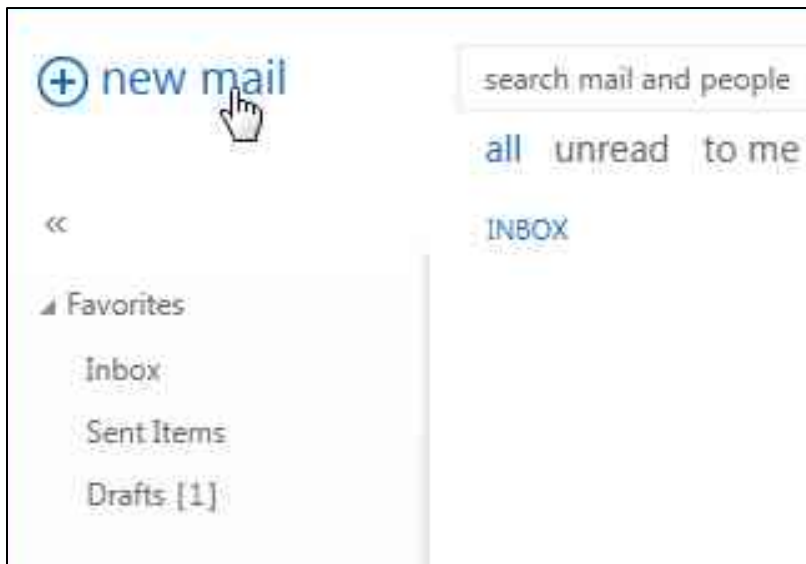
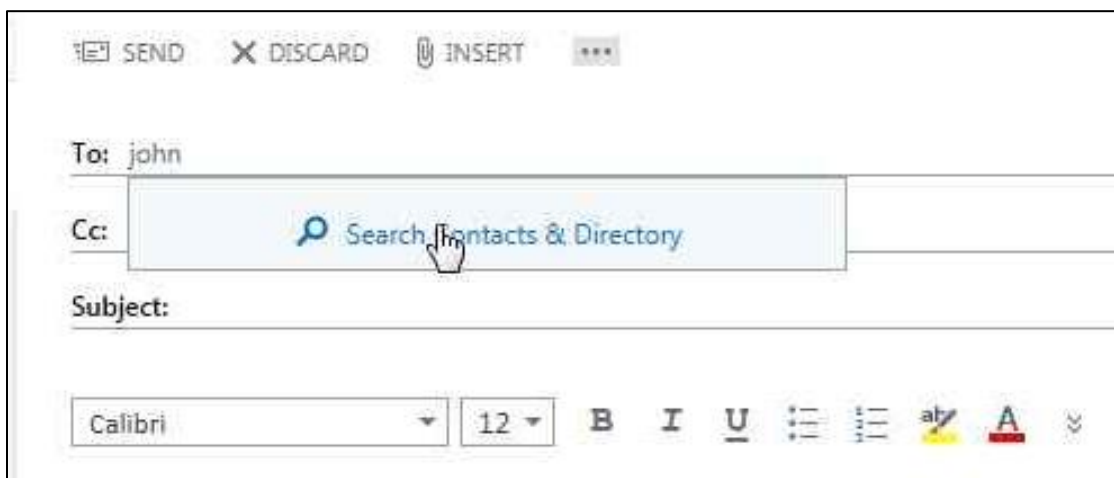


How to use email groups

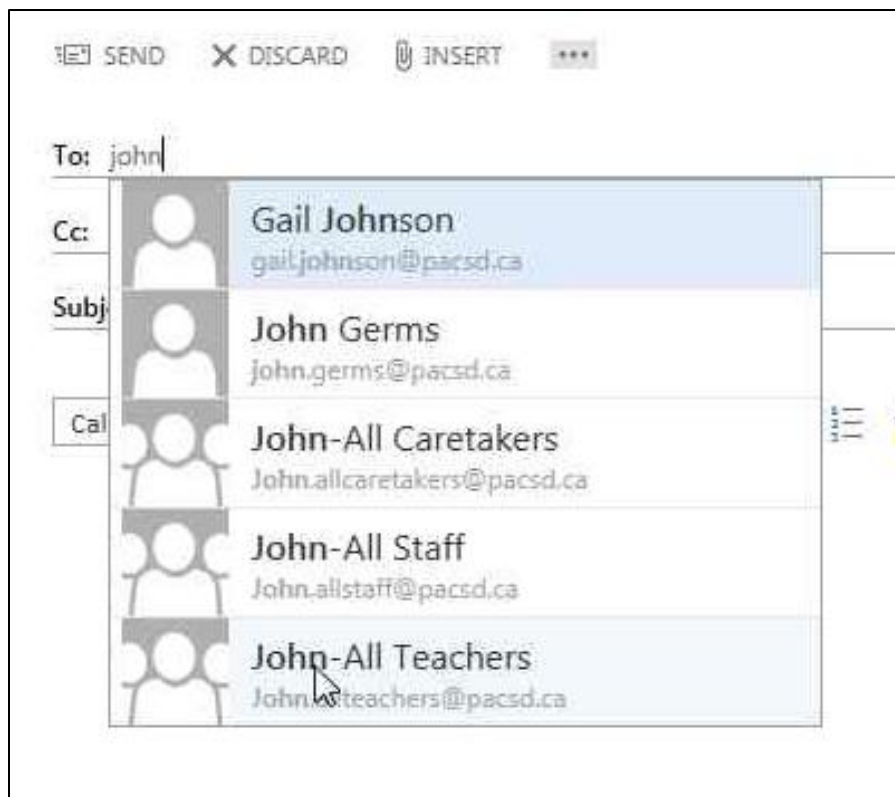
1) Click “new mail”



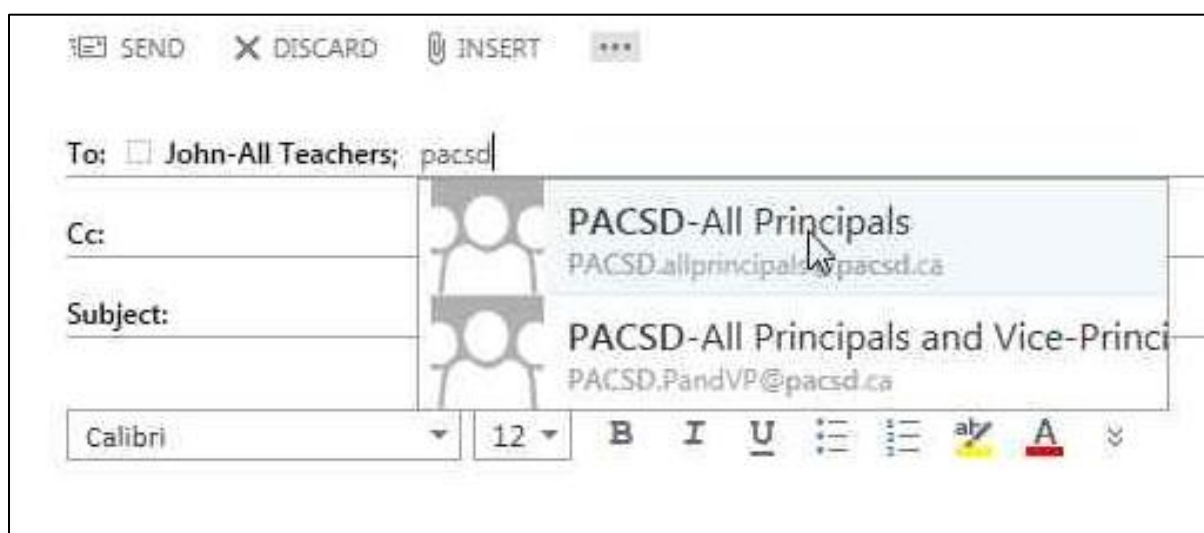
2) In the “To” field type the school name (ex. John, Mary, HolyCross, LucyBaker,CEC) and click Search



3) You should see a list similar to this one:



- 4) These groups are local to the building meaning that if you select “John-All Teachers” then only teachers that are at St. John School will receive the email. These groups should always be up to date as long as the Tech Department is informed of staff changes.
- 5) There is one other set of groups that spans the entire PACSD. If you type in “PACSD” and search you should see this:



- 6) Any group that starts with "PACSD" means the whole division. So "PACSD-All Principals" is a list of each principal at every school all in one group.

Please note that any future groups that we make for the school division will follow this naming convention.